

Facilities Manager

Salary Range:\$90,000.00 To 100,000.00 Annually

Position Summary:

We are hiring an experienced **Facilities Manager** to oversee all building-related activities. You will be responsible for preserving the good condition of infrastructure and ensure that facilities are safe and well-functioning. The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. Leadership abilities and phenomenal efficiency can set you apart among our candidate pool. The goal is to ensure our business' accommodation is problem-free and safe so that employees can work under the best conditions. Manages the maintenance of the various types of infrastructure including buildings, elevators, stations, lighting and the equipment and controls.. Ensures compliance with federal, local, and industry regulations and guidelines. Prepares and controls the budget, programs the work, provides parts, supplies, tools, equipment and training. Coordinates with other internal departments, unions, manufacturers and vendors. Ensures complete documentation of work performed. Analyzes and reports on work performed, performance trends, and productivity and key performance indicators. Subject to on-call status 24/7.

Description of Duties:

- Provides supervision, motivation and training for Facilities Supervisor and staff through direction, coaching, counseling and goal setting
- Conducts performance reviews for the Facilities Supervisor and approves their leave requests and timesheets
- Develops the maintenance program for the Facilities units and creates staffing plans
- Prepares, controls and analyzes the operating budget for the Facilities units
- Coordinates with the Procurement and Warehouse departments to provide tools, parts and equipment for the Facilities units
- In collaboration with the Procurement Group, prepares, negotiates and manages contracts for inspection, repair and maintenance of the landscaping, snow removal, janitorial contracts and others related to the upkeep of the commuter rail facilities.

- Prepare and manage contract scopes, firmly grasp and influence contractual terms and conditions, contribute to contract negotiation process, and critically review and correct contractor invoices.
- Responsible for the management and control of the Facilities Department budget, including forecasting future spend requirements. This includes, but is not limited to, approx. \$7M in contracts managed by the Facilities Manager.
- Oversees the paper and electronic documentation of inspection findings, test results, labor and materials usage in Asset Works
- Analyzes data, compiles service standards and resolves complex facilities related problems
- Prepares and updates Standard Operating Procedures, Manuals and other facilities related documents for staff
- Coordinates with Human Resources the disciplinary actions of employees in the event of rule violations, poor performance or improper conduct
- Complete other duties as assigned

Qualifications:

- Bachelor's degree preferred or 6 years of work experience in some or all of the following areas: facilities maintenance, maintenance planning, budget preparation, cost control, maintenance training, labor/management relations, employee/labor grievances and discipline reviews OR a combination of education and work experience may substitute on a year-to-year basis for work experience
- Must have demonstrated knowledge of various infrastructure and building operations
- Strong contract management and administration experience required
- Strong Leadership and Communication skills required
- Intermediate computer skills including a moderate understanding of operating systems, word processing, graphics, spreadsheets, and databases.
- Experience with asset management or maintenance management software, such as AssetWorks or Maximo, very preferred
- Knowledge of OSHA and other environmental regulations
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Must be a well-organized, detail and customer (internal and external) oriented self-starter
- Must be eligible to work in the U.S. and successfully pass pre-employment background checks and drug and alcohol screening

- Must possess a valid state driver's license