

Department: Facilities Department **New Position**

Position: Plant & Maintenance Manager, Full Time and On Call After Hours

Salaried, Exempt Competitive Salary based on Experience, Full Time Benefit Package

Reports to: Director of Facilities

### **Summary**

The Plant & Maintenance Manager is an experienced professional with proven, direct, and recent experience with managing and supervising facilities maintenance operations, performs a variety of technical tasks relative to facility maintenance utilizing best practices in facilities management and provides technical assistance to the department director.

### **Representative Duties & Responsibilities**

The Plant & Maintenance Manager is in charge of the Plant Subdepartment within the Facilities Department and manages the daily facilities maintenance staff. The position is responsible for facilities maintenance and systems operations to insure best practices in system maintenance, repair and inspection. The position will be responsible for the development and organization of a preventative maintenance and safety inspection programs for all facilities and equipment.

The position requires ability to plan, prioritize, assign, supervise, review and participate in the work of staff responsible for facility maintenance and special projects as needed. The position will participate in professional group meetings, maintain awareness of new trends and developments in the field of facility maintenance and incorporate new developments as appropriate. The Plant and Maintenance Manager will be responsible for preparation and administration of the facility maintenance budget, submit justifications for equipment and monitor budget expenditures.

A successful manager will demonstrate effective verbal and written communication skills with a wide range of community members, update and report out on status of the facilities, plan and prioritize daily tasks and larger projects, possess organizational and administrative skills. The manager must be willing to work as necessary to ensure that the facilities and maintenance functions are managed effectively including nights, weekends and being responsible on a 24/7 basis

### **Education/Experience/Certification**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Education/Training: Two years of college level course work in applied facilities management services or a related field. Experience: Four years of increasingly responsible facility maintenance experience including management of building automation systems.

**License or Certification:** Possession of an appropriate valid driver's license (CDL preferred – Will train, if needed.)

**Physical Demands:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time, to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, to climb unusual heights on ladders, to lift, carry, push and/or pull moderate to heavy amounts of weight, to operate assigned equipment and vehicles; and to verbally communicate to exchange information.