

# Facility Maintenance Manager

**Reports to: Director of Store Operations or General Manager**

**Classification: Exempt / Salaried**

**Date: 7/2/21**

**JOB SUMMARY:** To provide general maintenance, routine maintenance, and preventative maintenance to ensure the proper functioning and upkeep of property structures and facility equipment using a variety of power tools and hand tools.

## **ESSENTIAL FUNCTIONS:**

1. Plan and execute the maintenance of facility installations such as air conditioning, refrigeration, plumbing, and ventilation.
2. Troubleshoot minor machinery and detect root causes of malfunctions.
3. Survey all facilities under ownership for potential faults and repairs.
4. Ensure all building systems are running at optimal efficiency and operational capacity.
5. Prepare work reports, manage maintenance budgets, and collaborate with management to implement specific operating procedures
6. Coordinate with store managers to make sure all maintenance processes are on track.
7. Oversee the preventative maintenance of company fleet vehicles.
8. Develop facility maintenance schedules in response to historic maintenance needs.
9. Utilize a variety of maintenance technology such as forklifts, snow removal machines, and sanitation pumps to perform maintenance activities
10. Coordinate with maintenance engineers to perform complicated equipment maintenance in larger facilities.
11. Maintain records of all maintenance tasks performed in the last month or year for the reporting sessions.
12. Bid out grounds keeping responsibilities annually for each store location.

## **SKILLS & ABILITIES:**

1. Excellent communication and interpersonal skills to allow technicians to function well in team environments.
2. Ability to develop good working relationships with store managers in the long-term.
3. Basic computer skills and working knowledge of office management, word processing, and documentation software.
4. Excellent time management skills to ensure all tasks are performed on time, and according to the schedule.

5. Good analytical skills to understand complex problems and make informed decisions on things, such as building maintenance needs and budget concerns.
6. Knowledge of various national, state, and city laws, regulations, and safety codes.
7. Ability to supervise complex, multi-discipline maintenance projects at several locations simultaneously.
8. Knowledge of various reliability techniques and efficient repair methods.
9. High-level problem-solving and decision-making skills to save time and resources on even the most complex maintenance tasks.
10. Ability to work in most weather conditions and meet the physical demands of the job

**MINIMUM REQUIREMENTS:**

1. Must have a valid Driver's License.
2. A basic understanding of HVAC systems, electrical, plumbing, and other facility-related systems.
3. At least 5 years of experience in facility maintenance.

**ADDITIONAL RESPONSIBILITIES:** Completes special projects directed by management and additional responsibilities may be assigned throughout the stores at any given time.