



Job Title: Assistant Facility Manager
Department: Facility Management
Reports To: Facility Manager

POSITION SUMMARY: Assist Facility Manager with day to day operation of the Facility Management Department.

DUTIES:

- Supervise Foremen of all Trades.
- Oversee trade show installation and tear out.
- Oversee day to day operations of parts crib.
- Coordinate the work of outside contractors.
- Oversee annual Fire Inspection and repair
- Setup and oversee projects such as renovations and upgrades.
- Direct/oversee outside landscape Contract Company.
- Maintain building equipment inventory.
- Make recommendations related to hiring, firing or other changes in employee status.
- Other duties as assigned by the Facility Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. Must be able to work fluctuating hours including evenings and weekends.

EDUCATION/EXPERIENCE:

Minimum of an Associate's degree, preferably in engineering; or four to six years of related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- General knowledge of building codes, plumbing, electricity and mechanical methods.
- General knowledge of paint products and carpentry work.
- Working knowledge of Indiana laws governing bidding procedures.
- Working knowledge of OSHA, ADA, EEOC, legal employment standards and hiring regulations.
- Must have complete working knowledge of Union Contracts.
- Must have knowledge of basic computer programs.
- Valid drivers' license.

SUPERVISORY RESPONSIBILITIES:

This position supervises the foremen and employees of trade unions. This position supervises 25 to 45 employees.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires constant standing, walking, and work inside and outside the Facility. Frequent climbing stairs and occasional climbing ladders, stooping, crawling, kneeling and repeated bending.

Must be comfortable working in a large facility that requires extensive walking to monitor facility activity.

This position requires frequent standing, walking, climbing stairs. Frequent oral/written communication is necessary.

Salary \$60,000 - \$65,000/yr