



Example of Facilities Lead Job Description

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Our growing company is looking to fill the role of facilities lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for facilities lead

- Inspect properties for safety and maintenance problems and assists with recommendations on replacement versus repair, necessity of upgrading facilities and cost of such supplies and equipment
- Maintain policies and procedures, reviews and evaluates current maintenance program performance
- Act on behalf of the Facilities Manager as the single point-of-contact for all issues and problems associated with facilities and grounds at the FOL
- Ensure the management system(s) such as a work order, preventative maintenance/inspections, projected labor hours & inventory
- Provide control of the FOL facilities and ground inspections, maintenance and repairs
- Prioritize workload and follows up on assignments
- Will direct and perform quality maintenance (facilities & landscaping services) in a cost-effective manner
- Responsible for supervising, motivating, training and tracking individual performances
- Monitor vendors, contractors, vehicles and equipment in the course of work completion
- Assigns staff as needed to supervise the work, develop assignments for discipline work and multiple shifts

Qualifications for facilities lead

- Excellent people skills to supervise personnel and interact with other departments at all organizational levels
- Maintains a high level of multi-tasking ability in conjunction with proven organizational skills
- Experience supporting and maintaining production environments
- Demonstrate an expert understanding of good project management practices the fundamentals of the System Lifecycle (SLC) and Information Technology operational practices