

# Example of Facilities Lead Job Description

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Our innovative and 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

- Being the single point of accountability and delivering quality, safe, compliant, and productive workplace environments, across each site within a micro-region, with a high-touch customer service orientation
- Lead and develop Facilities personnel to improve their skill levels and abilities allowing them to add continual value to the organization
- Delivering facilities maintenance operations, infrastructure management, and onsite employee and business services across manufacturing and / or non-manufacturing environments
- Reporting directly into the Sub-Regional Lead and is accountable for efficient delivery of site services, maintenance and utilities operations, project delivery, move services, and all facilities operations, utilizing an effective balance of internal employees and service providers
- Overseeing multiple sites that fall within the applicable micro-region
- Key relationships including managing complex coordination with outsourced vendors to ensure successful implementation and management of the program establishing clear lines of engagement with business customers, Regional and Sub-Regional EFM leadership, COE Organization, and select key Support Partners (e.g., Finance, IT, HR, and / or Procurement) to drive consistency and high quality across all sites within Micro-Region
- Develop relationships with vendors and property management in order to provide exceptional customer service
- Manage the work activities, performance and development of subordinate staff

- Provide excellent customer service to all associates in order to improve the work environment and uphold the organizational core values

## Qualifications for facilities lead

- 3rd Level Degree, preferably in mechanical or manufacturing engineering
- Experience in implementation of preventive and corrective maintenance
- Rigor and high quality work products and processes focus
- Leadership, teamwork spirit, positive attitude and high degree of self confidence
- Knowledge of Finance and Budget
- Perform general administration duties to process payments/invoices monthly reporting