



Example of Facilities Lead Job Description

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Our company is hiring for a 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

- Resolves concerns, conflicts, and problems of the patrons ensuring that services are provided in a professional and safe manner
- Prepare business cases for new facility projects, utilize facility planning software for layouts, coordinate with landlord, architects and contractor
- Oversees building security and responds to all center emergencies
- Supervises, supports, and assists staff
- Conducts regular walk through of the facility to assist visual maintenance and security
- Provide for the safety of team members including keeping areas clean and free of safety hazards, debris and litter
- Leads team on ergonomic assessments and ensuring proper desk setups
- Ensure reported problems are resolved in a timely manner
- This is a hands-on field IT job, so getting involved directly with installation work may be necessary on occasion
- Since this is an IT role, Shift, weekend and after-hours on call work may be required as needed

Qualifications for facilities lead

- 2+ years prior Administrative and/or Facilities experience required
- Must be a self-starter who can work independently with little direction
- Must have strong organizational skills and the ability to manage multiple projects at once

- Strong facility-related
- At least 4 years experience as a Maintenance Engineer in a hotel or industrial complex