



# Example of Facilities Lead Job Description

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Our company is growing rapidly and is hiring for a facilities lead. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for facilities lead

- Budget and track project repair costs
- Ensure quality workmanship and customer satisfaction
- Complete all paper work in our ERP system
- Maintain and repair all facilities systems
- Able to coordinate minor construction projects, pouring concrete, and facility upgrades
- Patch and repair drywall and furniture
- Observe the daily manufacturing process and communicate and/or implement improvements to the operation
- Maintain the operation in a manner that conforms to Local, State, AIB and Food Safety Standards required by Aeptic Solutions
- Perform preventative maintenance on utility equipment and plant systems
- Respond to trouble calls relating to utility systems

## Qualifications for facilities lead

- Minimum of two years previous experience in managing employees
- Ability to interact with all levels within the organization and collaborate with multiple departments
- Basic Knowledge of CAFM and CMMS systems
- Excellent organizational skills to work on multiple projects with competing deadlines

- Exercise considerable initiative, good judgement and diplomacy