



Example of Facilities Maintenance Manager Job Description

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Our company is growing rapidly and is looking to fill the role of facilities maintenance manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for facilities maintenance manager

- Responsible for fire alarm and burglar alarm systems
- Coordinates and manages all third-party and internal calibrations
- To manage the utilities and maintenance department and ensure the activities report of the team
- To report the compliance with the contractual obligations by the utilities /PSI suppliers and to manage the action plans and regularly reports of the utilities suppliers performance
- To propose and implement solutions for costs optimization
- To establish together with the equipment maintenance contractors the planning of the maintenance activities
- To participate into the assessment and selection of suppliers for equipment maintenance
- To establish the technical content of the communications with the utilities suppliers
- To participate and be involved in APSYS actions (actions like TPM, work instructions for equipment preventive maintenance) to guarantee overall equipment availability and effectiveness
- To manage the reception process for the suppliers that assure the interventions on buildings and equipment

Qualifications for facilities maintenance manager

- Ability to work on all equipment throughout the facility – which will require the ability to bend, stoop, crawl, reach, work from knees or back to access equipment
- Lift up to 60 pounds or more
- Will work in interior and exterior environments all 4 weather seasons
- Technical and comprehensive knowledge of operating procedures of all office equipment and facilities