



Example of Facilities & Services Job Description

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Our company is growing rapidly and is looking to fill the role of facilities & services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for facilities & services

- Provide strategic direction and executive management necessary for subordinate managers to achieve the stated objectives of their respective functional areas
- Identify, recruit, and develop reporting managerial staff and other site leaders
- Sponsor and facilitate transformational change at the department, site, and enterprise level
- Participate in strategy discussions to ensure that decisions align with agreed-upon processes and oversee plans and activities to achieve site and corporate strategic objectives
- Provide active sponsorship and oversight to the site's safety and environmental compliance programs
- Manage the expense budget for the Facility Services organization and for the site infrastructure
- Working with our Real Estate group, Represent the site as liaison with state, county, and city officials regarding the site's inter-dependencies with local communities, agencies, and businesses
- Prepare management reports and presentations necessary to communicate functional area performance, metrics, and significant achievements
- Establish and maintain preventive and corrective maintenance programs to minimize unplanned equipment and facility downtime and optimize life-cycle costs

and natural gas

Qualifications for facilities & services

- Organizational and customer service skills including the ability to operate with a sense of urgency in a fast-paced environment
- Strong attention to detail and accuracy with ability to perform tasks correctly on a consistent basis
- Must be able to maintain high level of confidentiality with respect to business matters
- Must fit into a variety of roles to meet the requirements of the organization
- Intermediate knowledge of MS Outlook, Word and Excel is required
- Must be punctual and have flexibility for extended work hours (morning and afternoon/evening)