



## Example of Facilities Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of facilities specialist. 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 specialist

- Ability to prioritize assignments multi-task
- Researches building database for available space and coordinates room assignments for all incoming graduate students, for new postdoctoral hires and undergraduate teaching assistants
- Maintain EHS postings
- Responsible for indirect purchasing process within facilities department
- Act as MAC coordinator
- Assist internal customers during special building events
- Facilitates reviews and revisions of Facilities Department related Standard Operating Procedures, Work Instructions, Risk Assessments, and OJT Task Evaluations for each group within the Department
- Manages and provides support, information, and assistance to individuals and groups with the initiation, review, submission, and follow-up of documents such as Change Controls and Corrective and Preventive Action plans
- Provides periodic review of Facilities Department documentation and records such as logbooks and maintenance work records to assess for compliance with established quality standards, policies, and procedures
- Participates in, and obtain results of, all Facilities Department quality and regulatory audits

### Qualifications for facilities specialist

- Requires AS or AAS in an engineering or scientific related field with 1+ years of experience
- Able to perform job risk analyses and create and execute quality control initiatives with business area leads (Managers) and the PMO
- Ability to perform post incident investigations to include detailed reporting and verbally communicating with the QCSE Manager, PMO, and other pertinent parties until all actions have been closed
- Capable of conducting regular quality, safety, and environmental inspections of all work areas and provides written reports detailing corrections and issues addressed