



Example of Facilities Supervisor Job Description

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Our growing company is looking to fill the role of facilities supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for facilities supervisor

- Utilizes necessary professional engineering firms to ensure facility renovations and improvements comply with all applicable codes and regulations
- Review work orders, complete maintenance requests, and write purchase orders
- Monitor contractor workmanship progress and compliance with insurance and safety requirements
- Assess risks of key systems and create plans to address gaps
- Coordinate facility preventive maintenance programs and records
- Emergency responder and Incident commander
- Leader of programs such as Atlas
- Compliance with local, state and national environmental practices and laws
- Serve as the primary liaison between NU-Q and NU-E in all shipping related issues
- Develop and monitor management reporting along with operational budgets

Qualifications for facilities supervisor

- Must have flexibility to work evening shift as needed
- Proficiency in evaluating the performance capabilities of subordinates counsel subordinates in development and/or corrective discipline
- A minimum of 4 years experience in a Facilities related role
- Strong interpersonal skills and ability to interact at all levels and across cultures
- Prior experience supervising the work of others

