



Example of Facilities Supervisor Job Description

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Our company is looking to fill the role of facilities supervisor. 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 supervisor

- Be responsible for the technical and expertise support for facility equipment trouble shooting and quality investigations
- Be responsible for the Project Management capability for all facility equipment related efforts and works with appropriate internal and external groups in the support of equipment enhancements leads continuous improvement initiatives
- Develop and enhance the facility engineering organization through effective organizational design, selection, development, training, and performance management of all staff
- Work closely with direct reports, Technical Operations, Maintenance, and Finance in the development and control of budgets, cost expenditure, and cost control
- Oversee the Calibration Program for all the process instrumentation activities of the packaging & manufacturing operations at the plant, by assuming compliance of such with local, state and federal regulations
- Ensure that facilities and equipment hired by third parties are being used correctly in line with bookings and operating procedures
- Provide an immediate point of contact for third party users outside normal working hours to answer questions regarding bookings and facilities
- On behalf of the College coordinate third party visitors for matters relating to fire, evacuation, injury or others as they arise until the duty member of SMT arrives to take over

- Ensure safeguarding protocols are observed including ensuring adequate separation between third party and student users

Qualifications for facilities supervisor

- Proficiency in the use of office software (Word, Excel, PowerPoint, Access)
- Self-disciplined and able to work independently
- Available 24 X 7 emergency response as needed
- Available on non-business hours for facility maintenance and projects
- Additional related maintenance and facility management training preferred, such as CFM, FMP, SFP (IFMA certifications), RPA or FMA (BOMA certifications)
- Able to stand, crawl, walk, and stoop