



Example of Facilities Supervisor Job Description

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

- Responsible for the locker room cleanliness and GMP requirements ordering and coordinating payment for company provided uniforms, lab coat and disposable lab coats and hairnets
- Placing orders and creating PO's for all housekeeping supplies/caps/bottles etc , Ordering office supplies, business cards and Kerry stationary, ordering coffee and kitchen supplies, ordering reception area supplies
- In coordination with the Employee Engagment Committee, assist in the planning all special events, to include the annual holiday party, summer picnic, employee appreciation, birthday celebration
- Ensure all permits for the site are current and renew as necessary
- For Rahway Valley Sewer authority permits
- Coordinate disposal of the trash dumpster, oversee facility recycling effort
- Maintain information on electric/water/gas consumption for various departments
- Provide quarterly hazardous material reporting
- Requires adherence to Standards of Business Conduct
- Standard Office Equipment (phone/copier/fax) – frequently

Qualifications for facilities supervisor

- Certified Facility Manager (CFM) from the International Facility Management Association (IFMA)

- Systems Maintenance Administrator (SMA) from BOMI International
- Minimum of 5 years working in a plant facility engineering role
- 2 years of college/technical school or equivalent work experience
- Good understanding of M&E