



Example of Facilities Support Job Description

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Our growing company is searching for experienced candidates for the position of facilities support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for facilities support

- Ensure that Landlord repair responsibilities are appropriately coordinated with the support of Property Management
- Oversee and contribute to improvements or modifications to reactive and preventative services Scopes of Work (SOWs) which ensure optimal operation and useful lives of equipment and fixtures and finishes
- Review financial reports and provide analysis of variances, accruals and forecasts to the Manager, National Store Facilities Support
- Assist the Manager, National Store Facilities Support in creating and overseeing annual OpEx and CapEx budgets
- Support the Manager, National Store Facilities Support in the execution of annual capital plan for store fixture and equipment replacements
- Oversee and coordinate with Store Operations a store condition assessment program which identifies brand risk situations, identify priorities and develop/implement action plans
- Develop and maintain positive relationships with Store Operations, Design & Construction, Property Managers and internal/external vendors and service providers
- General building (interior & exterior), office, conference room, facility, and warehouse space repairs and maintenance
- Maintain building lighting, change bulbs and ballasts
- Completes drywall repair and painting to ensure upkeep of interior walls

Qualifications for facilities support

- Ensure green spaces are maintained properly including snow removal in winter season
- Management of subcontractors for facilities management
- Managing visitors and contractors on site
- Reporting and resolution of EHS issues
- Thrive in a dynamic and fast paced work environment
- Treat issues with attention to detail and an exceptional level of professionalism