



# Example of Facility Administrator Job Description

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Our company is growing rapidly and is hiring for a facility administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for facility administrator

- Manage the installation and commissioning of equipment that are required for the facility - IT equipment, air conditioning
- Perform a daily inspection of The CenterPointe Club ("TCPC") and The Resort (TR) facility documenting and preparing a punch list and/or work orders accordingly
- Perform weekly landscape walks to ensure PVPAL expectations are being met and generate punch list as necessary
- Monitor and enforce community guidelines related to all facility use activities throughout the community
- Monitor and report violations of PVPAL Guidelines to Operations Manager
- Assist Facility Manager with monitoring facility usage, be familiar with reservation calendars, and complete facility pre & post inspections as needed
- Check and adjust A.C
- Perform all facility related administrative duties assigned by Operations Manager
- Assist with monthly management reports for presentation to the Board of Directors (Vandalism Report, Facility Usage Report, Facility Closure Report, etc)
- Ensure all customer service calls and related work orders are handled in accordance with established FirstService Residential and PVPAL procedures

## Qualifications for facility administrator

administration

- Associate's Degree with relevant work experience
- Conducts daily inspections of the facility and reports any maintenance needs to the Facility Manager
- Responsible for assigned walkthroughs of the facility buildings and completing monthly safety checklists
- Assist with bids for facility maintenance per Reserve Study and other items as deemed necessary
- Project completion as assigned by facility manager, executive director and/or board of directors