SUMMARY
Responsible for managing, coordinating, and providing ongoing building systems monitoring, maintenance and sustainability practices for our LEED-EBOM certified VS&T facility. Involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but not limited to the following. Other duties may be assigned.

- Oversee maintain, and support all building systems for the entire facility including an automated building management system.
- Prevent equipment and facilities downtime by proactively maintaining building operating systems, coordinating vendors and internal staff to ensure smooth systems operations.
- Supervise, plan and organize a range of facility services: janitorial services, repairs, remodeling, building inspections, safety, grounds upkeep, space changes and moves, furniture coordination, and contracts for all of the above.
- Management of the ShoreTel telecommunications system, including installation and upkeep.
- Create an optimal, safe, sustainable, and cost-effective work environment for all building occupants.
- Collect data, maintain records, and write reports to comply with ongoing LEED-EBOM requirements for such quantities as energy usage, recycling, sustainable purchases, etc.
- Evaluate and adjust energy expenditures and advise staff on how to reduce utility bills. Maintain the plan for fire evacuation and disaster response.
- Respond appropriately to emergencies or urgent issues as they arise.
- May assist in preparing requests for proposals of building projects from contractors.
- May assist in comparing costs for required goods or services to achieve maximum value.
- May assist in the planning and allocation of space and resources for reorganization.
- Ability to keep an "on-call" schedule, with occasional work required after designated working hours, holidays, and weekends.
- Active member of the Vernier Safety Committee, Green Team, and Incident Management Team.
- Drive sustainability initiatives throughout the organization.
- Implement programs and provide leadership.
- Provides stellar customer service by maintaining professional working relationships with internal and external customers.
- Maintains regular and punctual attendance in accordance with scheduled work hours.
- Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.
SUPERVISORY RESPONSIBILITIES
Directly supervises Facilities and Warehouse personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include:

- Oversee training of new and existing employees on departmental processes and procedures.
- Assign, direct, and evaluate performance.
- Establish clear and regular communication expectations.
- Motivate, coach, counsel, recognize/reward performance, address complaints, and discipline workers.
- Conducts quarterly one-on-one meetings and timely performance reviews with all direct reports.
- May supervise the work of building contractors and staff.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION and/or EXPERIENCE
Bachelors Degree; and 2 to 4 years facility management experience, and experience or training on a variety of systems used in commercial office buildings and in sustainability practices; or equivalent combination of education and experience.

DESIRED SKILLS/EXPERIENCE
- Knowledge, education, and/or experience with mechanical, electrical, and plumbing trades.
- Ability to diagnose and repair (or have repaired) basic facilities-related issues like plumbing leaks, door maintenance, HVAC issues, etc.
- Basic understanding of building design, fabrication, and operation.
- Experience with Microsoft computer packages including: Word, Excel, and PowerPoint.
- Experience with operating and maintaining building automation control systems.
- Experience supporting and administering VoIP phone systems.
- Experience with safety planning/disaster preparedness.
- Experience with business continuity planning.
- Experience with and/or training in LEED Existing Building Operation and Maintenance record keeping and reporting.
- Experience and or training in sustainability including pollution prevention, climate change reduction, energy conservation and use of alternative energy, efficient resource use, waste reduction and recycling.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles.

The noise level in the work environment is moderate to loud.