

Company Name: CGL Companies

Job Title: Facility Manager

Type: Maintenance facility

LOCATION: Morrow, GA

STATUS: FT Employment

FLSA STATUS: Non-Exempt

DUTIES

Position Summary:

The Facility Manager will supervise, coordinate, perform and assist with the activities of maintenance staff engaged in repair, maintenance, and installation of building MEP equipment, life safety, security, and other systems and related equipment at multiple sites, in maintenance of grounds and exterior equipment, and performs other related duties as assigned.

Essential Job Functions:

Direct supervision of employees to include, hire, fire, and performance management. Supervision also includes new employee on-boarding and training, on-going formal and informal performance evaluation, instructing and advising staff of employee procedures and guidelines.

Reviews job requests and work orders daily to determine workload priorities.

Supervises corrective and preventive maintenance activities on MEP systems to provide continuous supply of HVAC, electricity, gas, and other utilities required for operations.

Performs routine facility inspections for conformance with operational and safety requirements and standards.

Implements, monitors, and follows policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials.

Requisitions tools, equipment, and supplies required for operations.

Follows strict tool control and other company and client policies.

Provides training and orientation of staff to improve work performance, provide safety, and acquaint workers with company and client policies and procedures.

Informs and confers with the supervisor to resolve maintenance problems and personnel issues and recommends measures to improve operations.

Keeps supervisor informed of the progress and status of all open work orders, projects, staff attendance, and other activities to help ensure adequate use of resources and timely completion of work orders in a cost-effective manner.

Becomes familiar with and ensures compliance with OSHA regulations and standards.

Interacts professionally with the public, vendors and staff; maintains effective working relationships and works in cooperation with the site management team to effectively meet client and company objectives.

Responds to all emergencies as requested.

Prepares records, reports, and other documentation related to work performed as requested.

Evaluates staff and makes promotional and disciplinary recommendations; ensures staff is trained in complex maintenance activities and is following established, standard operating procedures.

Must conduct regular quality control inspections of work orders, to determine the effectiveness of the work being done.

Complete all required compliance, safety and developmental training as assigned.

SHIFT WORKED

Day

WORKING CONDITIONS

Maintenance facility

MINIMUM QUALIFICATIONS

Minimum of five years' facility management and or related correctional facility experience.

Five (5) years of skilled commercial maintenance experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Locksmith, Security Controls, Life Safety, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above.

Experience must include three to four years in a supervisory position.

Excellent computer skills (MS Office, Outlook, internet, etc.).

In some instances, and with some clients, certain certifications (such as CFC Universal) may be required.

Knowledge of Occupational Safety and Health Administration (OSHA) codes and regulations.

Possession of a valid driver's license, maintenance of an acceptable driving record, and other licenses and certificates required for the position by local and other regulatory agencies.

Ability to work effectively with employees at all levels of the organization as well as working with client customers.

Must be a team player, have a strong work ethic, positive attitude, and desire to succeed while representing our firm with the best possible service to our clients.

Certifications may be required.

PREFERRED QUALIFICATIONS

N/A

SALARY AND BENEFITS

Date of Employment

REQUIRED TESTS

Must be able to pass a pre-employment drug test and criminal background check.

GUARANTEED INTERVIEW

Yes

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: 4/30/2024

THIS IS A POSTING FOR AN EXTERNAL EMPLOYER. Although all application packets MUST be completed via the Online Job Center at https://www.easyhrweb.com/JC_Wiregrass/JobListings/joblistings.aspx some external employers may require you to also submit application documents to them directly. The position ad will contain this information. As a part of the application process, interested candidates **may** be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources & Career Services Office at (229) 333-5356 or careerservices@wiregrass.edu

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