



**22806 Northwest Lake Dr.
Houston, Texas 77095
Tel: (713) 462-4181
Fax: (713) 462-3190**

Position: Facilities Manager

Reports to: Manufacturing Engineer

Job Summary

The Facilities Manager primary role is to manage the cleanliness, security and maintenance of AIV & GCM headquarters.

Duties and Responsibilities

- Inspect facilities periodically to determine problems and necessary maintenance requirements.
- Prepare weekly maintenance schedules and allocate work
- Supervise and train maintenance and custodial staff
- Liaise with HR to recruit for additional staff (maintenance and custodial) when needed
- Hire and supervise tradesmen during installations, repairs or maintenance related tasks (electricians, plumbers etc.)
- Coordinate inspections on all building equipment. (Fire alarms, generators, compressors, HVAC, etc.)
- Ensure that all permits are kept up to date (Fire, Security, Elevator, etc.)
- Create and maintain current the Emergency Evacuation Plan (EEP)
- Monitor inventory and purchases of janitorial and maintenance materials and equipment
- Keep up to date employee access records and permissions in Security Software.
- Participate in coordination of projects (e.g. renovations)
- Oversee pest control maintenance

Knowledge, Skills and Abilities

- Bilingual is a requirement (English and Spanish language) – Existing janitorial staff speak some English
- Understanding of budgeting and performance management
- Excellent planning and leadership abilities
- An eye for detail
- Computer Savvy
- Excellent communication and interpersonal skills



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Qualifications

- High school diploma;
- Degree from a vocational school will be a plus
- 2+ years in a supervisory capacity as a facility maintenance supervisor or similar role