



Job Description for Assistant Facility Manager

Department: Building Solutions Group
FLSA Status: Exempt
Supervises: N/A
Approved By: Eric Doll

Summary of Responsibilities

This is an assistant management role that will supervise individuals, building staff, vendors, and coordinate the various functions. Primary responsibilities include ensuring client facilities, equipment, offices/rooms, and systems are maintained, cleaned, repaired, and serviced in accordance with client standards and requirements.

Key accountabilities

Supporting the customer's business objectives by completing work requests and tasking lists as directed by the Facility Manager.

Essential Job Functions

- Assists in supporting day-to-day operations of the facility(s) or campus including janitorial, life-safety, engineering and general maintenance and helps to ensure these are carried out in a manner consistent with Neyer policies and ownership directives. This includes assisting with the management of contracts and vendors.
- Supports the implementation and management of all maintenance programs relating to the interior and exterior conditions and appearance of the facilities.
- Responds promptly to requests for building maintenance, repairs, cleaning needs, etc., from building occupants and for the implementation of ongoing contract programs to address and resolve needs and problems.
- Helps compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, emergency Procedures Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Safety Meeting Log, Elevator Logs, Janitorial Log, Purchase Order Log, Vendor Certificates of Insurance, As-built Drawings, IIPP Manual, Paid Invoices, General Files, Contract Files, Annual Property

Conditions and Year-end Performance Report, and other reports and documentation as required.

- Helps prepare budgets, financial reports (monthly and quarterly), contracts, expenditures and purchase orders related to the facility(s) or complex as directed.
- Assists in providing information and reports necessary for the development of capital budgets for the facility. This includes contributions toward a five year plan of maintenance, facility improvement, and cost reduction initiatives.
- Helps collect, analyze and prepare reports of such statistical data as may be required to provide accurate and current assessment of facility management objectives.
- Expected to be thoroughly familiar with the management contract, vendor agreements, tenant leases, and other building/facility contracts and all requirements contained therein.
- Helps to monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required.
- Proactively inspects the facility, systems, rooms, common areas, etc.

Employees may be asked to perform other tasks not listed in the essential job functions.

Qualifications and Experience

- Associates degree or equivalent
- 3-5 years working in commercial or industrial real estate with facility management experience preferred
- Working knowledge and experience in financial accounting in commercial real estate, financial reporting, lease analysis, and budgeting is necessary.
- Experience in maintenance, construction, engineering and all facets of property operation and building management is preferred
- Ability to plan, organize and coordinate multiple projects and ability to read and understand construction specifications and blueprints is needed.
- Strong literacy in MS Office including Word and Excel
- Highly organized and skilled with time management
- Excellent written and oral communication skills
- Strong customer service skills

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.

The position is considered to have moderate physical demands that require the incumbent to communicate orally, hear at a conversational level and perform job tasks requiring the use of a variety of general housekeeping equipment.

While performing the duties of this job, the employee will be required to frequently grasp, pinch and manipulate objects with his/her fingers. Frequently the employee will be required to stand, walk, turn/twist, bend, reach, kneel, squat, crawl, and climb.

The lifting and carrying requirements of the job require the employee to lift and carry up to 50 pounds.