

CAREER OPPORTUNITY

Facilities Maintenance Coordinator

JOB SUMMARY

Provides excellent customer service and supports the organization's objective of providing a work environment that ensures employee satisfaction by providing and coordinating the maintenance and improvement of the firm's facilities and by ensuring a safe and healthful workplace.

RESPONSIBILITIES

Maintain facilities, grounds and work environment.

Coordinate and complete building repairs.

Maintain internal office appearance and external property operation and appearance.

Coordinate building services as per the process flow chart.

Maintain productive work environment.

Maintain facilities management department records and information.

Maintain building security and fire protection system and emergency supplies.

Maintain backup generator.

Resolve employee requests and communicate information on facilities services and policies.

QUALIFICATIONS

Possess a basic understanding of plumbing and mechanical systems.

Experience using varied hand and power tools, drive a motor vehicle, and lawn mower.

Strong ability to lift and move materials and equipment weighing up to 90 lbs and heavier with the use of proper equipment.

Must be available for regular standby assignments and off-hour assignments.

Excellent communication and interpersonal skills.

Above average administrative and organizational skills.

Capacity to multi-task and demonstrate an ability to prioritize.

A demonstrated pro-active approach to problem solving.