

Facilities Coordinator

Position Summary

The Facilities Coordinator is responsible for controlling the total maintenance of facility. This includes a factory covering [size], grounds - [size], blacktop - [size]. They are responsible for all safety and related items at all three (3) manufacturing plants.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Maintaining a preventive maintenance program within the confines of an annual budget- including all heating, air conditioning, as well as maintenance and repair of buildings and equipment
- Preparing an annual budget and operating within that budget with regard to the expenses for production supplies, operating supplies, electricity, gas, water, and sewer
- Interviewing, selecting, hiring, and terminating employees
- Carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Maintaining a plan for fire evacuation and disaster response; serving as facility Emergency Response Coordinator
- Acting as the Coordinator of Environmental Health and Safety Program
- Maintaining responsibility for hazardous waste disposal programs
- Maintaining responsibility for paper recycling program
- Maintaining up-to-date records for all state, Federal, and insurance semi-annual and annual inspections
- Conducting performance reviews and making recommendations for salary adjustments
- Providing training to new and existing employees
- Keeping up on technological changes such as retrofitting machinery to meet today's new laws and efficiency standards
- Working with Machine Maintenance Supervisor to facilitate a team-work approach, combining the expertise and manpower of both departments for the completion of a project or project
- Maintaining a complete and up-to-date employee Right-to-Know program
- Performing other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience
- Ability to read and interpret documents such as safety roles, 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
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

