



# Cow Creek Government Office

## Position Description

**Position Title: Facilities Director**

**Department: Administration**

**Reports To: CEO**

**FLSA Designation: Exempt**

### POSITION PURPOSE:

Assure the effective functioning of a facility to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services and processes to meet the needs of the company.

### ESSENTIAL FUNCTIONS:

- Manage maintenance staff, and the facilities work order system.
- Manage 3<sup>rd</sup> party contracts and relationships regarding facilities.
- Manages contracted services, landscaping, and other properties.
- Develop budgets and long term facilities plans.
- Oversee the maintenance and repair of facilities and equipment.
- Coordinate intra-office moves.
- Plan and manage facility central services such as reception, security, cleaning, waste disposal and parking.
- Obtain quotes and tenders from vendors and suppliers.
- Schedules & prioritizes maintenance and repair needs.
- Ensure delivery schedules, quantity and quality criteria are met.
- Check completed work by contractors and vendors.
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases.
- Manage company keys, fobs, and facility codes for all staff.
- Perform regular on-site reviews of operations/facilities: physical inspections of grounds, buildings, and operations. Identifies hazards and incidents of regulatory non-compliance, recommends corrective measures.

### QUALIFICATIONS:

- Degree in Facilities Management or Property Management required.
- 3 years' proven experience as facilities manager or relevant position.
- Proficiency with Microsoft applications required, including Word, PowerPoint and Excel.

- Must have excellent organizational and leadership skills.
- Must be able to perform tasks with speed and accuracy.
- Excellent communication skills, including verbal and written.
- Current valid Oregon Drivers' License required.