

TITLE: Facilities Manager

DEPARTMENT: Facilities

REPORTS TO: Director, IT & Facilities

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

The Facilities Manager reports to the Director of IT and Facilities, and is responsible for the safe and efficient operation of multiple facilities in New York and Alabama for Gorbels, Inc. and Ravenwood Golf Club, Inc.

Specific Duties:

- Responsible for inspection, maintenance, repair, and improvements of mechanical, plumbing, electrical and HVAC systems in conjunction with contractors as needed
- Ensures quality of janitorial/cleaning services provided by internal and external resources
- Maintains the company's security and fire suppression systems
- Responsible for seasonal work such as snow removal and landscaping
- Proactively identifies non-routine maintenance tasks and responds appropriately to ad-hoc requests to ensure a consistent experience for employees
- Lead and develop facilities team members; direct daily work including cleaning, landscaping, snow plowing, painting, light repairs, etc. Manage projects performed by maintenance team. Prioritize work efforts.
- Partner with manufacturing team in coordination of projects and services involving both facilities maintenance and factory personnel
- Plan, budget, and schedule facilities modifications including cost estimates, bid sheets, layouts and contracts for construction and maintenance services
- Lead competitive bidding for outside services, facilities supplies, and capital investments
- Responsible for maintaining a space plan for facilities as well as a regularly updated seating chart
- Responsible for the monitoring and execution of our standard cleaning program for all sites
- Responsible for development and maintenance of facilities capital and operating budgets
- Responsible for on-site security systems and responding to after hour alarms
- Maintain relations with public utility, environmental and energy agencies
- Responsible for competitive bidding of gas and electrical suppliers
- Partner with HSE to ensure adequate plans are in place for emergency evacuation
- Member of the corporate safety team
- Responsible for relationship with vending contractor
- Responsible for coordination of set up for various company events
- Independently or as part of a team identifies and implements business process improvements

Job Qualifications:

- Minimum of 7 years of facilities experience in progressively responsible roles; minimum of 3 year's management experience leading the facilities function (experience with Gorbels® in a leadership role would be considered in lieu of direct facilities experience).
- Mechanical and technical knowledge and skills, including interpretation of architectural drawings and space layouts as well as demonstrated knowledge of electrical requirements for office and manufacturing environments
- Bachelor's or Associate's Degree. Degree in Industrial Engineering preferred
- Proven ability to develop and grow direct reports
- Strong project management and analytical skills

- Proficiency with MS Office Suite – in particular Excel
- High self-awareness and emotional maturity; low ego
- Collaborative team player
- Clean driving record
- Travel 25%

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Unassisted lifting up to 50 pounds
- Bending, walking, kneeling, pushing/pulling, digging/shoveling
- Able to work on step ladders or extension ladders
- Wearing all PPE as required

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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