

TITLE: Facilities Supervisor

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 Supervisor supervises the Facilities team responsible for the day-to-day maintenance of all buildings and grounds on the New York and Alabama campuses. This is a hands-on role and requires execution of technical duties within Facilities scope as well as the prioritization and oversight of acute maintenance requests to Facilities staff. The scope of duties includes mechanical repairs, electrical, plumbing HVAC, waste management, cleaning, landscaping and snow plowing where applicable.

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.
- Responsible for the monitoring and execution of our standard cleaning program for all sites.
- Partner with HSE to ensure adequate plans are in place for emergency evacuation.
- Independently or as part of a team identifies and implements business process improvements.

Job Qualifications:

- High School Diploma or equivalent required
- Minimum of 5 years of facilities experience in progressively responsible roles; minimum of 3 year's supervisory experience leading facilities team members
- 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
- Proven ability to develop and grow direct reports as well as foster culture of continuous improvement
- Strong project management and analytical skills with a proficiency in MS Office Suite – in particular Excel
- Collaborative team player with high self-awareness and emotional maturity
- Clean driving record
- Travel 20%

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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

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