



## Facility Maintenance Manager

### REPORTS TO:

Facility Solutions Director

### SUMMARY OF POSITION:

Lead, manage and hold accountable, has technical expertise, excellent customer service skills. Is responsible for project analysis, estimating, project management and contract negotiations. Is also responsible for crew training, scheduling and recruitment.

### DUTIES and RESPONSIBILITIES:

- Reports directly to the Facility Solutions Director
- Attend and contribute weekly Facility Solutions meetings
- Project Estimating and proposal writing
- Project (Contract) performance analysis
- Works closely with all of Facility Solutions department
- Goal of 15% or more profit margins
- Negotiate and obtain Facility Maintenance contracts
- Develop and implement a satisfactory work completed plan report for each customer
- Develop and Implement the Facility Maintenance training and safety program
- Facility Maintenance hiring and firing
- Invoice approval, incoming and outgoing
- Develop and maintain the list of services that can be provided
- Ability to simultaneously manage multiple crews in multiple locations
- Material procurement

### EXPERIENCE:

- Commercial and Industrial maintenance experience
- Medical Facility experience helpful but willing to teach the right person
- People management
- Must possess excellent communication skills, both verbal and written

### TYPE of EMPLOYMENT:

Full Time

**Kalamazoo Location**  
7184 Douglas Avenue  
Kalamazoo, MI 49009

**Grand Rapids Location**  
2716 Courier Court NW, Ste. F  
Grand Rapids, MI 49534

**Fabrication Shop**  
2415 N. Burdick Street  
Kalamazoo, MI 49007

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YEARS

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