Head Facilities Management Tech

Job Code 50016455

General Description
Responsible for ensuring the efficient and timely maintenance of building facilities through planning, authorization, and prioritization of work by facilities staff.

Examples of Duties
Create database records for work requests, customer requests and time cards.
Analyze maintenance management data and prepare reports.
Provide information and training to users and customers.
Manage the work control center operations.
Receive incoming work requests and authorize and prioritize requests for service.
Schedule and coordinate multi-craft work assignments.
Conduct initial training of new staff.
Oversee preventative maintenance program schedule and report shop completion rates.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Facilities department maintenance management software, Microsoft based software, effective management skills, computer applications for training.

Skill in: Training staff, guiding projects through to completion, prioritizing workload, preparing clear, concise reports, memos, proposals, and general information.

Ability to: Explain technical materials, understand job instructions, explain policies and procedures, give directions to subordinates, perform advanced math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements