

Job Title: Facilities Manager (Req # 1176)

Position Location: Intematix Corporate Headquarters, Fremont, Ca

Reports to: Operations or Manufacturing Director

General Purpose/Objectives:

Responsible for managing the design, planning, construction, and maintenance of equipment, machinery, buildings, and other facilities at our corporate headquarters site in Fremont, California. Manages and coaches staff and suppliers to deliver excellent service levels within budget. Ensures facility procedures comply with local, state, and federal regulations.

Essential Duties and Responsibilities:

- Manage all facility maintenance activities, janitorial, and security requirements of the site.
- Direct and coach maintenance personnel.
- Responsible for facility project management and all building construction/reconfiguration projects.
- Plan, budget, and schedule facility modifications including cost estimates, bid sheet layouts, and contracts for construction.
- Work with city and county for permits and inspections.
- Prepare annual departmental budget including: staffing requirements, capital equipment, and operation expenditures.
- Assist in selection, management and evaluation of contractors.
- Lead implementation of best practices and metrics to improve facilities effectiveness and efficiency.
- Partner with EHS to ensure facilities compliance to city, state and federal regulation and corporate standards.
- May have responsibility for establishing and overseeing EHS.

Measurement Criteria:

Quantitative and qualitative, related to the areas of responsibility including operating the department within budget, managing internal customer satisfaction, and improving operational efficiency.

Required Qualifications:

- Education: BS
- 4+ years previous supervisory experience
- 8+ years previous work experience, field of mechanical or electrical specific to building or facilities maintenance
- MS Windows, strong MS Office skills
- Excellent Project Manager with high level organizational skills with multitasking capabilities

Principals only! Send resumes and cover letter to: Jobs@intematix.com