

Facilities Manager

Southshore Companies – Saint Joseph, MI Job Description

Southshore Companies has an immediate need for a working Facilities Manager with strong plumbing, electrical and HVAC experience.

POSITION RESPONSIBILITIES:

- Manage a department of 4 employees.
- Schedule, assign and perform duties in carpentry, electrical, painting, plumbing, heating and cooling, ventilation, roofing and security.
- Inspect buildings, sites and equipment for needed repair and maintenance.
- Respond to emergency maintenance requests. Troubleshoot issues to determine cause and solution.
- Assist with construction project management and tenant build-out projects.
- Maintain records and prepare reports.
- Repair and install water supply and drain lines, valves and natural gas lines
- Assisting in the analysis, maintenance, modification and repair of building heating, venting and air conditioning equipment and systems
- Perform preventative maintenance tasks on HVAC systems and equipment including changing filters, cleaning and safety inspections.
- Additional responsibilities include general maintenance duties including snow removal, salting sidewalks.
- Ability to effectively to interface with customers and tenants.
- Multiple commercial buildings and properties including office and warehouse spaces.

MINIMUM REQUIREMENTS

- 5+ years of experience with building management and/or maintenance.
- Must be "hands-on" and assist in completing maintenance work.
- Proficient in Microsoft Office products.
- Excellent written and verbal communication skills.
- Management skills: must be excellent at managing, recruiting, retaining and motivating staff.
- Commercial electrical experience preferred.

BENEFITS

- Competitive salary and bonus
- Health and life insurance.
- 401(k) with company match.
- Company truck
- Paid vacation
- Paid holidays

Job Type: Full-Time

Reply to: southshorereresumes001@gmail.com