

Facilities Manager

Job Number: DOS003Q

Description

As a Facilities Manager with HRSS, we offer you the opportunity to work on challenging, exciting, and substantive assignments to support deployed personnel, so they may concentrate on the mission. You will be responsible for oversight and management of facilities support and services ensuring 100% customer satisfaction.

Principal Accountabilities:

- Responsible for the care, custody, and protection of the Facilities in all areas of responsibility
- Responsible for scheduling of personnel, work supervision, and quality control
- Oversee the maintenance of the Facilities ensuring that they remain in a high state of readiness
- Oversee the services for the occupants of the Facilities buildings
- Oversee facility modification, additions, or work requiring coordination with other base agencies
- Call in any building issues to the for routine/minor work request and track each work order
- Grant access to maintenance personnel and escort around facility
- Maintain records
- Functional and administrative control of cost effective facilities management at multiple locations
- Arranges for and supervises repairs
- Organizes and maintains supplies of all materials necessary for efficient office operations
- Planning, procurement and use of equipment needed to ensure timely and efficient response to general and building services requests

- Establishes work requirements, coordinating, prioritizing and successfully completing short and long term projects
- Accountable for managing the planning, design, implementation and maintenance of facility management
- Other duties as assigned

Qualifications

Experience/Education

- Typically five (5) years experience in a facility related field.
- Typically four-year degree in a business related field.

Physical Requirements

- Working conditions could be remote with limited resources.
- You may be required to travel overseas and move to the assigned location on short notice.

Benefits

- You will get a competitive benefits package
- You will receive pre-deployment and ongoing training during deployment.
- You will get to work with an organization that brings together proven experts; thousands of advisors; and the requisite security, controls, leadership, logistics, and life and mission support capabilities necessary to initiate and sustain INL missions.

To Apply

Email your resume to Dawn.Toro@hrsslc.net