

Job Title	Specialist, Facility Maintenance
Department	General Administration/Human Resources
Reports To	Department Head, General Administration/Human Resources
FLSA Status	Exempt
Job Status	Full Time
Revision Date	August 4, 2021

POSITION SUMMARY:

Performs duties for developing, implementing, monitoring, evaluating, and supervising the operations, staff, and activities of facility maintenance items. Coordinates and executes projects, services and vendors to carry out and maintain certain company buildings, properties, and appliances and all OTICS USA facilities and properties.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
- Develop and organize preventative maintenance and safety inspection programs for certain areas of the facilities and equipment.
- Coordinate construction projects, remodels, and other special projects.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Coordinate with contractors in providing contract services.
- Communicate effectively with others using both oral and written communication skills.
- Performs other related duties as required and assigned.

REQUIRED SKILLS:

- Supportive of OTICS USA, Inc.'s philosophies and policies.
- Capable of maintaining a high level of confidentiality.
- Honest and have integrity (ability to be truthful and be seen as credible in the workplace).
- Self-motivated and ability to work independently with minimal supervision
- Ability to prioritize and handle multiple tasks
- High level of organization and attention to details
- Patient and able to deal with constant interruptions.
- Excellent oral and written communication skills, and ability to work effectively with all levels of employees, vendors and service providers.
- Above average reasoning skills.
- Must have technical aptitude (ability to comprehend complex technical topics and specialized information and be able to read and understand construction drawings, plans and specifications.
- Must have good to excellent computer skills, including Microsoft Excel and word, spreadsheet development, data collection and analysis, web based applications and office equipment.

- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Must be able to successfully function within a team environment and be able to adapt to change.
- Ability to read and follow work instructions, procedures and policies.
- Receptive to training and performing functions in multiple areas.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Willing to adjust hours to meet job needs; ** May be required to work overtime and off shifts as necessary.

KNOWLEDGE OF:

- General understanding or capability to learn the operations, services, and activities of building maintenance, repair, and construction.
- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Basic principles and practices of budget preparation and administration.
- Equipment, tools and materials used in facility maintenance activities.
- Construction and project management principles.
- Principles and practices of safety management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent local, state and federal laws, ordinances, codes, and rules.

EDUCATION

High School Diploma and GED is the minimum requirement.

EXPERIENCE

5+ years of proven experience in Human Resources, is preferred. *Must be able to demonstrate experience in positive employee relations, recruitment, policy development and overall knowledge of employment law. Experience in a manufacturing environment is a plus.*

COMPUTER SKILLS

Must possess excellent keyboarding/ computer skills and be proficient in MS Word & Excel, Outlook, web based tools.

CERTIFICATES & LICENSES

None

SUPERVISORY RESPONSIBILITIES

Must be able to direct both OTICS employees, vendors and service

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in a manufacturing environment facility. The office environment is an open office setting with frequent activity and conversation all around. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.