

## **JOB DESCRIPTION**

**JOB TITLE:** Facilities Manager (Carlsbad, NM)

**SUMMARY:** Schedules, coordinates, and oversees multiple construction projects including but not limited to scheduling of sub-contractors, resolving day-to-day problems on the job site, and inspecting all work during construction to ensure quality and compliance with plans and specifications. Performing overall housekeeping, building, grounds, safety, and maintenance to ensure operational efficiency.

### **DUTIES AND RESPONSIBILITIES:**

- Schedules and oversees all phases of construction from frame to finish; coordinates all necessary inspections.
- Assembles bid packets; approves and selects vendors and contractors; monitors work of all vendors and contractors.
- Obtains all permits and approvals necessary to construct buildings; coordinates and manages all communication with permitting officials to obtain necessary approvals and permits.
- Ensures all labor and materials are ordered in a timely manner, based on production and installation lead times; orders and coordinates delivery/pick-up of all materials required, ensuring pricing meets established budgetary requirements.
- Develops and maintains construction schedule and tracking system to track and report all phases of project; regularly reports on status of projects, either in person or through written reports/correspondence.
- Performs constant on-site monitoring and quality control function; manages and resolves punch lists and potential issues and problems.
- Attends all zoning and regulatory meetings relevant to site development.
- Possesses and maintains thorough knowledge of OSHA requirements; implements OSHA guidelines and programs; enforces established safety guidelines and promotes a safe workplace; conducts regular safety meetings with workers.
- Participates in the research and development of new construction materials and methods as required.
- Coordinates environmental testing as required.
- Completes all necessary paperwork.
- Oversees construction supervisors and contractors.
- Performs other related duties as assigned by management.
- Asses the current condition of air conditioning, electrical, plumbing, and other essential facilities and equipment.
- Maintains the efficiency and good working conditions of facilities.
- Ensures continual evaluation of facilities.
- Clean, repairs and maintains facilities.
- Performs other related duties as assigned by management.

### **SUPERVISORY RESPONSIBILITIES:**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



## **QUALIFICATIONS:**

- Practical constructions knowledge.
- Demonstrated proficiency in supervising and motivating subordinates
- More than 5 years' experience in similar positions of facilities management.
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Basic competence in subordinates' duties and tasks
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Demonstrated ability to plan and organize projects
- Ability to work independently and as a member of various teams and committees
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Good judgement with the ability to make timely and sound decisions
- Ability to understand any and all safety requirements and cautions
- Ability to perform the physical labor as necessary
- Ability to effectively communicate with people at all levels and from various backgrounds.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Ability to routinely lift or move objects weighting up to 100 pounds.
- Ability to read and interpret building and site plans.
- Ability to stand, walk kneel, bend, and stoop for long periods of time.
- Must be able to work in extreme weather conditions.

**Qualified candidates may submit a resume and cover letter to Kate Waggoner at [kate.waggoner@energyreco.com](mailto:kate.waggoner@energyreco.com).**

## **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintain a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care) national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.