



Job Title:	Facilities Manager	Job Category:	Manager
Location:	Lawton, OK	Travel Required:	Yes
Level/Salary Range:	Negotiable	Position Type:	Full-Time
Date Posted:	11/20/2023	Posting Expires	TBD

Applications Sent To:

EMAIL:
info@thefista.com

NAME/TITLE:

Job Description

ROLE AND RESPONSIBILITIES

We seek an experienced Facilities Manager to manage, monitor, and maintain building infrastructure and equipment. The primary goal is to manage all aspects of facility and equipment management. Including facility expansion, facilities and equipment repairs, work orders, and preventive maintenance.

JOB DUTIES

- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, common areas, conference rooms, parking lots, and outdoor recreation spaces.
- Plan and monitor the day-to-day running of business to ensure smooth progress.
- Collaborate with building inhabitants to set maintenance protocols and scheduled maintenance.
- Schedule routine maintenance.
- Plan new projects and perform emergency repairs, as able.
- Schedule and/or perform daily janitorial services to keep the building's interior attractive and hygienic.
- May assist in relocating employees or partners to a new office space that better meets their needs.
- Manage relationships/agreements with external partners/vendors.
- Act as an owner's representative during construction.
- Assist in setting up and tearing down event related equipment and furniture.
- Conduct fire and lighting safety checks.
- Maintenance, housekeeping, and all other duties as assigned.

REQUIREMENTS

- Proven experience as a Facilities Manager or equivalent experience.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficiency with repair tools and techniques.
- Attention to detail and problem-solving skills.
- Hands-on skills and experience installing, repairing, and maintaining facilities and equipment.
- Experience in developing and performing scheduled preventive maintenance on facilities/equipment.
- Experience with building management systems.
- Ability to lift heavy equipment and comfortable standing or walking for long periods.