



AIRCORPS AVIATION

FACILITIES MANAGER

SUMMARY

AirCorps Aviation, an industry leader in warbird aircraft restoration, is seeking a dependable, dedicated, and organized individual to become a part of our successful team. This position requires attention to detail, as well as the ability to work independently and with others.

ROLE, RESPONSIBILITIES, & EXPECTATIONS

- Planning building maintenance and operational programs
- Ensuring efficiency of all building systems
- Coordinating site safety programs
- Maintaining a safe work environment for all employees
- Ensuring all processes and compliance programs are met
- Managing facilities planning and space allocation
- Coordinating with department heads and building contractors
- Managing maintenance of grounds
- Ensuring all utility systems are inspected and in accordance with regulations
- Coordinating building security and maintenance services
- Overseeing all building functions
- Coordinating all maintenance issues and schedules

REQUIREMENTS & QUALIFICATIONS

- Follows all company policies and procedures
- Able to multitask, prioritize, and manage time efficiently
- Goal-oriented, organized team player
- Encouraging to team and staff; able to mentor and lead
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Strong written and verbal communication skills
- Assists team members when needed to accomplish team goals
- High school degree; previous experience in maintenance supervision or related field
- Ideal candidate will have a positive attitude and be a problem-solver
- Ability to physically stand, bend, squat, and lift up to 30 pounds
- Computer skills; may include scheduling with Microsoft Office Suite or similar software.