



---

## Summary

Job Title  
Facilities Manager

Department  
Admin

The **Facilities Manager** position is responsible for the oversight of all maintenance for AirCorps facilities and upkeep of the grounds. The role will coordinate with individual department heads to ensure clear communication and direction regarding any required work.

**Reports To:** General Manager

### Responsibilities & Authorities:

- Completes and maintains all required paperwork, records, and documentation.
- Ensures that all buildings and grounds meet safety requirements.
- Maintains a safe work environment for all employees.
- Manages facilities planning and space allocation.
- Coordinates with department heads and building contractors.
- Manages the maintenance of grounds.
- Ensures all utility systems are inspected and in accordance with regulations.
- Ensures building security systems are functioning at all times.
- Manages employee security access to all AirCorps facilities.
- Develops and manages schedules to ensure all responsibilities are accomplished in a timely manner.
- Performs additional duties as assigned.

---

## Key Responsibilities

### RESULTS

#### Safety & Organization

36%

- Follows and complies with all safety and company work rules and regulations, including drug and alcohol testing policies.
- Maintains safe work habits and adheres to correct use of proper personal protective equipment.
- Safety training has been completed in accordance with company requirement.
- Maintains an awareness of safety sensitive work and surroundings. Responsible to identify potential and actual hazards and mitigate damage to persons and property.
- Responsible to care for and perform preventative maintenance to equipment under assigned responsibility.
- Responsible to maintain detailed descriptions in Harvest software and appropriately track times.
- Displays reliable attendance and schedules time-off with advance notice.
- Adheres to attendance requirements and time-off request notices.
- Organizes all tools, fixtures and equipment for easy accessibility to maximize efficiency.

<b>Quality</b>	<b>34%</b>
<ul style="list-style-type: none"> <li>• Works efficiently and independently with minimal supervision within defined quality standards to ensure timely completion of projects.</li> <li>• Effectively and proficiently adapts to changing tasks and project requirements.</li> <li>• Seeks out opportunities to build new skills. Develops good work habits to ensure a high quality of work is accomplished.</li> <li>• Identifies the most efficient way to safely complete assigned tasks according to team production schedule.</li> <li>• Identifies and suggests ways for the company to improve the efficiency and quality of production to the shop's system and process to support the company's growth.</li> <li>• Completes all required paperwork, records, documentation, and maintains a consistent and effective document control system.</li> <li>• Supports continuous improvements and efforts to make positive changes in the organization. Effectively participates in the implementation of these efforts.</li> <li>• Demonstrates the continuous improvement of knowledge, resource use, and techniques that increase quality and value of work.</li> <li>• Proactively identifies defects or equipment issues to minimize scrap materials and rework of parts.</li> </ul>	
<b>Technical &amp; Systems Knowledge</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>• Seeks out and uses technical resources in the appropriate format.</li> <li>• Effectively and proficiently uses computer-based and online software and systems daily.</li> <li>• Effectively and proficiently uses systems to communicate project needs with other team members, maintain relevant compliance data, and monitor task completions.</li> <li>• Proficient at all aspects of operating relevant equipment.</li> <li>• Effectively and proficiently navigates Aircorps' online and physical libraries to access part drawings, manuals, and other resources.</li> </ul>	
<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	
<b>Teamwork</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Places the importance of the team's common goals above their individual achievement</li> <li>• Contributes to an environment of free flowing communication that helps us collaborate</li> <li>• Works well with others and supports the people on their team</li> </ul>	
<b>Integrity</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does the right thing, even when no one is looking</li> <li>• Honors commitments and accepts responsibility for their actions</li> <li>• Demonstrates personal accountability to co-workers by fulfilling their role on the team</li> </ul>	
<b>Excitement</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Displays energy, passion, and enthusiasm for their work</li> <li>• Shows a strong desire to learn new things and improve their professional skill set</li> <li>• Seeks out and uses new technology or ideas to improve the effectiveness of their work</li> </ul>	
<b>Stewardship</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Embraces a responsibility to preserve history, honor veterans, and serve our community</li> <li>• Completes work in a responsive manner to ensure our customers receive reliable and dependable services</li> <li>• Focuses on customer-oriented actions that will build strong, long-term relationships</li> </ul>	
<b>Quality</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does their part to maintain world class craftsmanship and service for our customers</li> <li>• Does not cut corners or take shortcuts; completes the job right the first time</li> <li>• Takes pride in their work and holds themselves to a very high standard of performance</li> </ul>	

---

## Requirements

### **Qualifications:**

- Be able to read, write, and speak English clearly.
- Ability to multitask, prioritize, and manage time efficiently.
- Accurate and precise attention to detail.
- Strong written and verbal communication skills.
- Knowledge of state and local building code requirements.
- Ensures that a facility audit is performed on a routine basis.
- Must be able to stand, lie, and kneel in awkward positions and spaces.
- Must be able to perform work on scaffolding or ladders.
- Must have manual dexterity and physical strength necessary to operate tools or make adjustments and repairs.
- Must have visual acuity to inspect equipment and identify defects.
- Must be able to lift and pull objects weighing up to 50 pounds at a time.