



## Farragut Facilities Manager

### Position Overview

The Farragut Facilities Manager inspects, maintains and oversees the company's grounds, buildings and equipment to ensure that the workspace is safe and functional. The manager's duties involve collaboration, following and/or establishing safety protocols, and assessing costs associated with maintaining the facility along with negotiating contracts with service providers, inspecting facilities to meet safety regulations and coordinating maintenance and updates. The role reports directly to our Chief Operations Officer.

### Responsibilities:

- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor grounds.
- Delegating cleaning and maintenance tasks to cleaning staff.
- Performing routine maintenance on facilities and making repairs as needed.
- Scheduling routine inspections and emergency repairs with outside vendors.
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals.
- Maintaining day-to-day operations of facilities, such as scheduling or completing maintenance orders.
- Preparing facilities for changing weather conditions.
- Collaborating with building owners and/or accountant on budgeting for facility's needs.
- Creating reports on maintenance, repairs, safety and other occurrences for COO and other relevant staff.

### Requirements:

- Moderate to advanced mechanical skills.
- Proficiency with repair tools and techniques.
- Excellent communication and interpersonal skills, including ability to interact with all levels of employees, guests, vendors, and team members.
- Great time management, organization, and prioritization skills.
- Ability to be proactive and think outside the box.
- Keen attention to detail and efficient problem-solving skills.



FARRAGUT™

Full potential ahead.

### Qualifications:

- Prior experience with facilities management
- Knowledge of electrical, plumbing, HVAC, and other building systems
- Ability to lift or move heavy equipment.

\*\* This is a part-time role

To apply, please submit your resume-- highlighting relevant skills and experience to [hr1@farragut.com](mailto:hr1@farragut.com). We look forward to reviewing your application.