

Facilities Manager

Job title: Facilities Manager

Function: As Facilities Manager, you will be responsible for the management of buildings services and processes that support the core business of the organisation. You'll ensure that best practices are followed for maximum efficiency and that the most suitable working environment is attained for Tower employees and their activities.

This is a diverse field with a range of responsibilities, which may vary dependent on the structure and growth of the organisation. You'll be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises.

Lines of Communication:

- Upwards – Chief Operating Officer
- Laterally – QSHE Manager & Facilities and QSHE administrator

Responsibilities:

- To – Chief Operating Officer

Hours of work:

- Minimum of 40 Hrs between the hours of 06:00 – 17:00
1 hour lunchbreak

Duties:

1. Responsible for all buildings, maintenance, and car parks.
2. Inspecting all buildings and their operations to determine vital services, repairs and maintenance.
3. Discuss any required work with the CEO, Partners and Senior Management Team.
4. Manage buildings and system emergencies as they arise.
5. Ensure timeous maintenance is carried out on all plant equipment for the company.
6. Maintain maintenance register.
7. Source new contractors and suppliers for repairs, maintenance, renovations, waste disposal and security.
8. Responsible for new projects and changes to existing facilities.
9. Maintain approved contractor register.
10. Manage accounts, including areas for cost savings.
11. Control of, and raising of, Purchase Orders for Facilities Managers Area of works, clearance of associated invoices for accuracy and payment.

12. Respond to and maintain daily Facilities Maintenance Reporting Report.
13. Outline strategies for improving efficiency and reducing costs and forecasting all facility future needs.
14. Writing maintenance reports.
15. Ensure compliance with all facility health and safety and security protocols.
16. Maintain asbestos register for all sites.
17. Attend bi-monthly Health & Safety Committee Meeting.
18. At times, assist contractors and supervise contractors after hours.

Environmental Administration Management:

1. Monitor and maintain the utility usage for all sites on a weekly and monthly basis.
2. Maintain packing material record, incoming and recycling.
3. Monitor and manage hazardous waste for disposal, for all sites.
4. Waste control management in accordance with ISO14001:2015.
5. Ensure the company upholds and works towards finding new, innovative, and economically reductive ways to stay green.

The ideal candidate will have the following skills and experience:

- Working knowledge of ISO14001:2015 advantageous
- Sound knowledge and working experience of Health & Safety law requirements for facilities management
- Working knowledge and experience in the implementation of company Sustainability action plans advantageous
- Clean driving licence
- Proficient level of computer literacy (MS Office)
- Excellent communication skills
- Good administrative and report writing skills
- Ability to work both as a team and independently
- Deadline driven
- Able to remain calm in stressful situations

Key Competencies:

Business Focus

Meeting business needs:	Manage the range and associated data, collateral, certification information of products in the Tower Portfolio
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People Focus

Managing relationships:	Build and maintain professional relationships with all Tower employees, clients and supply partners.
Communication: verbal/written	Chooses the most appropriate method to communicate effectively with Tower employees, clients and supply partners.



Personal organisation:	Recognises and completes administration tasks allocated in priority order and to meet timescales set.
Personal organisation:	Sets priorities to achieve personal and business targets.
Self-control:	Perform effectively and act with the upmost professionalism, remain calm even in the most challenging of circumstances.

Change Focus

Adaptability:	Responds positively to the changing needs of the business and its clients by adapting behaviour to maintain effective performance.
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Analytical Focus

Information gathering:	Seeks to obtain all relevant information when dealing with tasks allocated to support the general running of the business and to enable scrutiny of business functions.
Forward Planning:	Prepare plans, anticipate possible demands and outcomes and prioritise appropriately.
Decision Making	Make timely and balanced decisions based on available information and experience, seeks support from peers and senior staff members.

Quality Focus

Thoroughness:	Works logically and accurately, paying attention to the detail of tasks allocated and the timescales set.
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practices and processes.

The Skills required for this role:

■ Manpower	Seek to ensure resources are allocated for tasks to complete projects
■ Methods	Promote and encourage best practice. Maintain an efficient approach to administration tasks to ensure that outputs meet the needs of the business and its partners.
■ Materials	Work with stakeholders to project manage the phase in/phase out/contracted growth of products
■ Money	Work within functional budget, be aware of costs and allocate resources appropriately and look for savings opportunities.
■ Minutes	Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly, periodically as directed.
■ Machinery	Work in accordance with Tower health and safety policies, and IT/Internet policies and procedures.

Last updated: March 2024

