



### **Job description**

#### **Facilities Manager**

National Sign Systems – Hilliard Ohio

Full Time, Salary Position

### **Why work for National Sign Systems?**

Leadership says:

- Potential for growth
- Casual atmosphere with free-flowing ideas
- Diversity of responsibilities
- Work for a stable company – over 30 years in business
- Great culture for a self-starter
- Headquartered in Columbus, Ohio, with easy access from the interstate
- Employees feel like they're family

Employees say:

- Innovative and creative atmosphere
- In-house manufacturing capabilities
- Small company environment
- On-site gym and work-out facility

### **Who**

We are looking for an experienced Facility Manager to oversee all facility-related activities and manufacturing equipment. You will be responsible for preserving the good condition of infrastructure and ensuring that facilities and equipment are kept safe and well-functioning.

The ideal candidate will be a proactive leader and have good decision-making skills. To be successful in this role, the Facility Manager should be detail-oriented, organized and a good communicator both written and verbal.

The ideal candidate would be a reliable, highly organized, motivated self-starter who can work well with minimal supervision to optimize the use of space and equipment while reducing operating costs. Leadership abilities and phenomenal efficiency can set you apart among our candidate pool. He or she should be outgoing, friendly, and personable and possess a sense of humor.

## **What**

The Facility Manager's responsibilities include, but are not limited to, the following:

- Supervise all facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
- Manage the upkeep of all shop equipment and supplies to meet health and safety standards
- Holds a Key role on the building Safety Committee
- Maintain SDS program including the database as well as chemical labeling
- Manage Preventative Maintenance program on all shop equipment and facilities
- Planning and coordinating all installations, building repairs and refurbishments, including roofing, structural, parking lot, plumbing, electrical, lighting, etc.
- Plan and coordinate all installations (telecommunications, heat, electricity, etc.) and refurbishments.
- Inspect buildings' structures to determine the need for repairs or renovations
- Control activities like waste disposal, building security etc.
- Work with the team to allocate office and manufacturing space according to needs
- Handle warranty plans and service contracts for equipment
- Keep financial and non-financial records / Purchase order database and work request database.
- Facilitate training curriculum for equipment and tools.
- Manage hand tool distribution and repair.
- Review utilities consumption and strive to minimize costs. Evaluate utility providers and plans for optimal expense management.

## **Ticket**

Required

- Excellent verbal and written communication skills as well as organizational and leadership skills
- Well-versed in technical/engineering operations and facilities management best practices
- Proven success in managing project timelines



- Knowledgeable on a wide range of manufacturing equipment
- Good analytical/critical thinking
- Mechanical/mathematical aptitude

Preferred

- Knowledge of basic Cost/Benefit analyses within job duties
- 10 year+ supervisory role in manufacturing with hands-on experience
- Experience in using and developing project management tools and/or maintenance ticketing systems

Desired

- 2 or 4 year degree in applicable field or proven experience as facilities manager or relevant position
- Relevant professional qualification (e.g. CFM) will be an advantage