



DEW Properties, LLC.  
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## GENERAL JOB DESCRIPTION:

### **Facilities Manager Position Scope:**

Coordinates and oversees the daily activity of processing work orders for repair, maintenance, and replacement of fixtures for the different tenants located at several properties owned by DEW Properties. Ensures that all work orders are processed and resolved for tenants on time, all corresponding inventory is accounted for, and that supplies are replenished regularly according to building needs. Establishes the need for installers and makes arrangements for them to schedule the delivery / install of the parts needed. This position is available beginning April 1, 2016.

#### Properties include:

Building 1- White River Junction – 42,000 SF, built in 2015, 2 tenants, 150 employees

Building 2- White River Junction – 16,000 SF, in construction – completion Nov, 2016, Exterior maintenance only

Building 3 – Barre – 80,000 SF, built in 2014, 5 tenants, 250+ employees

### **Position Duties and Responsibilities:**

- Oversees the processing of tenant requests/work orders on a daily basis
- Coordinates with the various tenant managers, installers, and technicians to facilitate efficient safe and timely completion for any facility repair or improvement.
- Tracks building attic stock inventory
- Uses and develops computerized inventory software to maintain records of all products and supplies
- Ensures that all orders are resolved for tenants in a timely fashion.
- Serves as point of contact for tenants
- Reports any problems, issues, and losses to property owner/supervisor
- Develops and maintains daily, monthly, yearly maintenance check lists and reports for each property.
- Maintains professional image to tenants, subcontractors, suppliers etc.
- Provides clear verbal and written communication with owners, tenants, subcontractors and team members.
- Displays strong leadership and direction for those within the tenant's programs
- Manages multiple, complex tasks, often of conflicting natures while displaying a professional approach.
- Coordinates and tracks all preventative maintenance and required safety inspections
- Addresses all tenant, owner requests with a sense of urgency towards completing required tasks.
- Performs other duties as assigned.
- Must be available 24/7 for emergency issues, and off hours for supervision of repairs that occur in tenant spaces.
- Perform minor building repairs.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates strong leadership qualities
- Independent thinker, and able to work with minimal supervision
- Works well under pressure and with a team
- Strong problem solving and analytical skills
- Communicates clearly and effectively
- Time management and prioritization skills
- Pays close attention to detail
- Able to determine the customer's needs based on analysis
- Possesses specific knowledge of commercial construction including but not limited to HVAC, Electrical, Plumbing, Security hardware, plan reading etc.
- Comfortable in use of computers, management software, and cell phone
- Exhibits excellent organizational and strategic planning abilities
- Ability to interpret to others work orders and instructions clearly

**Background and/or Experience:**

- High school diploma or GED required; further education would be beneficial
- At least 5 years of project or facilities management experience
- Proven experience of increasingly responsibility roles
- Knowledge of commercial construction highly preferred

**Salary and Benefits:**

- Salary based on experience
- Phone and computer provided by DEW
- Benefits include: Health, Dental, Vision, Life, etc
- Training as necessary (commercial door hardware, OSHA etc)
- Reviews at 3 months, 6 months, 1 year then annually after that
- Paid vacation

**Job Type:** Full-time