

Facilities Specialist: Facilities Specialist III

Plans utilization of space and facilities for company consistent with requirements of organizational efficiency, and available facilities and funds. Plans, directs and manages all phases of equipment and machinery maintenance, facilities modification and building projects from establishment of design concepts through design and implementation. Ensures project requirements are defined, contract and contract changes are negotiated, operating budgets established, and financial terms/conditions of contract are identified. Acts as primary contact for facilities, and equipment and machinery maintenance, project activities and leads project reviews of cost, schedule and technical performance. Establishes milestones and monitors adherence to master plans, budgets and schedules. Identifies problems and develops solutions, such as allocation of resources or changing project scope. May coordinate the work of employees assigned to the project.

Knowledge

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

Work Products (Examples may include but are not limited to)

Designs, specifies, and manages construction and renovation projects for office, labs, clean rooms, and manufacturing spaces. Provides detailed layout designs working directly with end-users with minimal supervision. Recommends and specifies equipment, methods, cost estimates, and utility requirements.

Minimum Education and Experience

6+ Years directly related experience with Bachelor's Degree in Engineering or related field. Advanced MS Word, PowerPoint and Excel skills.