



**MFG ALABAMA**  
**Job Description**

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**Title: Facilities Manager**  
**Reports to: Operations Manager**

**POSITION OBJECTIVE:**

Responsible for overseeing the maintenance of all buildings, equipment and grounds resulting in minimum production downtime and assisting with maintaining compliance with HSE Policies & EPA/OSHA regulations. Maintain compliance with National Electrical Codes, International Building Codes, API requirements, NFPA Fire & Electrical, Municipal Fire Codes, Back Flow Prevention Devices Codes, Cranes & Hoists Regulations & Codes, Gas Fired Equipment, Arc Welding/Oxygen Acetylene cutting & welding regulations.

**RESPONSIBILITIES**

A summary of the essential functions of the position includes but are not limited to the following:

**A: Management and Administration:**

1. Supervise all maintenance teammates and tool tech's within the plant
2. Coordinate with Human Resources in hiring, training, counseling and discipline of department teammates
3. Assign works schedules and evaluate job performance
4. Develop and administer department budget with established guidelines

**B: Facility Functions:**

1. Schedule and determine priority of work projects and provide follow-up until project completion
2. Coordinate with internal teammates and external contractors on building design and renovation projects
3. Develop and maintain preventative maintenance programs.
4. Oversee repairs to facility machinery and equipment
5. Responsible for the heating, cooling, and vacuum systems
6. Responsible for utilities i.e. water, sewer, electric, gas, and compressed air
7. Supervise janitorial services and ground maintenance
8. Ensure that there is an adequate inventory of maintenance supplies, janitorial supplies, and equipment replacement parts on hand
9. Coordinate with Human Resources in hiring, training, and disciplining of department teammates
10. Maintain required Maintenance Dept. files, records, and permits.
11. Hydraulic Systems, Steam/Condensate distribution systems and Bulk Distribution systems
12. Other duties as assigned

**C: Miscellaneous Requirements:**

1. Serve on Corporate Facility Team
2. Complete special projects as assigned

**QUALIFICATIONS:**

**A. Education:** Bachelor's degree in engineering related field and/or combination of education and experience

**B. Experience:** 5 - 10 years of diverse industrial maintenance background i.e. pneumatics, electrical, machine repair, plumbing etc.

Possess ability to read blueprints, schematics and diagrams.

Able to diagnose and trouble shoot technical and maintenance problems.

Extensive experience with the following: hydraulic equipment/systems, motor & motor controls, fluid dynamics and robotics, diagnosing, trouble-shooting & repairing PLC Systems and Electronic Controls. Experience with computerized maintenance management systems and communication protocols of PC Networking (Ethernet, LAN) Maintain company telephone/Network systems.

**C. Computers:** Operation of personal computer with working knowledge of: Microsoft Office 2010 (able to work within Word, Excel, PowerPoint) other programs such as Project.

**Submit resume to:** Laura Norris, HR Manager [LNorris@mfgalabama.com](mailto:LNorris@mfgalabama.com)

**Note: MFG Alabama retains the discretion to add to or change the duties of the position at any time.**