

ASM Global

Job Description

Job Title: Facilities Manager

Department: Operations

Reports To: Director of Operations

FLSA Status: Salaried Exempt

Position Summary ASM Global, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Facilities Manager at the Tucson Convention Center. The Facilities Manager is responsible for providing operational oversight and responsibility for the HVAC, telecommunications, electrical and utilities, plumbing systems, kitchen equipment, grounds keeping, and repair and maintenance entities of the facility. Will also develop and maintain a pro-active security program designed to insure a safe and secure environment for patrons and employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Hires, supervises, and trains all personnel required for Building Engineering and Security.
- Schedules staff, monitors hours, and prepares reports for payroll processing.
- Oversee Security Operations, emergency response, investigations, dispatch, patrols, and safety.
- Coordinate and evaluate all investigations conducted by Security Department.
- Monitors utility usage and purchase to ensure maximum savings.
- Quote/purchase as required in all areas of department.
- Review event documents for engineering/operational issues. Recommend solutions to identified issues.
- Coordinates all activities to ensure guest comfort in complex relating to HVAC.
- Monitors repair activity to minimize downtime and inconvenience to facility event activity and tenants.
- Ensures all equipment is maintained according to factory specifications and maintains accurate records to that fact.
- Monitor, enhance, recommend, and implement formal preventative maintenance programs for all facility mechanical systems and appropriate equipment.
- Tracks and enters appropriate PM information into ASMs Global Maintenance Manager System
- Assist in the preparation of yearly operational and capital budget and rolling 5-year capital budget plan.
- Assist in overseeing activities of construction projects, vendors, subcontractors, and city and county services.
- Maintenance of annual permit requirements (i.e. – elevator, backflow inspection, life safety to include all alarms, etc.).
- Assist in the development of a formal energy conservation plan that includes lighting upgrades, new technology enhancements, and tighter enforcement of established energy management directives.
- Monitor and administer department policy and procedure requirements and maintain sub-department rules of conduct.
- Ensures proper and efficient operation of ice plant

Supervisory Responsibilities

Directly supervises Building Engineers and Security staff. Carries out supervisory responsibilities in accordance with ASM's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

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.

Education and Experience

- High School Diploma or GED required.
- Appropriate certification/licensing within field a plus.
- Minimum five years' experience in the operation of a large public assembly, hotel, or other commercial facility.
- Three to five years in proven supervisory or facility management leadership role; demonstrated ability to handle multiple positions with minimum instruction, experience in crisis management.
- Must have solid knowledge in all phases of building, equipment, operations, maintenance, personnel administration and budgeting.

Skills and Abilities:

- Excellent customer service skills are a must as the position requires frequent interaction with customers, vendors and other visitors to the facility.
- Clearly demonstrated ability at problem solving, planning, organizing, and logistics.
- Must have the ability to interpret blueprints and construction specifications.
- This position requires the ability to interact with all types of people, must be able to get along with co-workers, customers, vendors, and visitors to the facility. Must be able to respond politely to all individuals and work well as a team player.
- Must be able to work with limited supervision and as a team member. This position will be subject to being on-call in case of emergency.
- Requires the ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.

Computer Skills

To perform this job successfully, an individual should have some computer knowledge.

Certificates, Licenses, Registrations

No certifications required.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl to access electrical systems. The employee must frequently lift and/or move up to 50 pounds. The employee is frequently required to walk. Specific vision abilities required by this job include close vision for inspection of electrical systems and electrical repairs

Working Conditions Exposure to adverse weather conditions and to various cleaning chemicals. Position requires extensive walking, occasional bending, stooping, and climbing.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Apply at:

Recruiter: Brandy Foster

**ASM Global – Tucson Convention Center
260 S. Church Ave.
Tucson, AZ 85701**

Applicants that need reasonable accommodations to complete the application process may contact 520-837-4759.

ASM is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply.

VEVRAA Federal Contractor