

## **OVERVIEW:**

**Ricoh Electronics, Inc. (REI)** is a leading manufacturer of advanced office automation equipment including digital copiers, peripherals, thermal media, and toner and a leader in environmental conservation. REI is part of the Ricoh global family, with an enviable track record of superior products and business practices.

**Job Summary:** We are seeking an experienced Facilities and Security Manager to take ownership of REI's Facilities Maintenance and Security programs. This hands-on manager will manage the construction, modification, maintenance and physical security of buildings, grounds and facilities for REI's California operations, and ensure that programs and plans are in compliance with Federal and California regulations.

## **RESPONSIBILITIES:**

- Manages projects and services for the construction, modification, renovation, maintenance and repair of REI buildings, grounds and facilities in California. Determines facilities needs, prepares project plans and budgets, solicits and evaluates bids, selects contractor or service provider, negotiates and administers contracts. Oversees and inspects contracted work to ensure adherence to project's specifications and agreements.
- Establishes periodic facilities maintenance programs for janitorial, landscape, fire alarm, HVAC and security systems and services. Plans, schedules and supervises activities performed by in-house and contracted personnel.
- Develops, recommends and implements policies, programs, systems and procedures to ensure California facilities are safe, secure, and energy efficient, and comply with federal, state and local laws and regulations. Advises management on the technical aspects of developing and implementing long-term facilities and security plans. Researches and evaluates technologies and best practices to increase the efficacy or reduce the cost of facilities operations.
- Performs facility and security audit functions including inspecting facilities, identifying existing and potential issues, initiating corrective action and monitoring maintenance and security program enforcement.
- Oversees REI CA contract guard services in accordance with contract requirements. Responds to alarm notifications, and reports and investigates security incidents including theft, vandalism, lost property and policy violations.
- Manages Facilities supervisor, technicians and administrative staff by providing work direction, setting performance standards, training and coaching for development, conducting performance appraisals, and approving and/or recommending personnel transactions.

## **QUALIFICATIONS:**

- Bachelor's Degree or equivalent combination of education and experience, with at least eight years' experience in facilities management and/or engineering, with at least two years in physical security systems management. Experience with electronic security preferred.
- Knowledge of principles, practices and techniques of facilities construction, maintenance, repair, and physical security. Knowledge of federal, state, and local codes, and ordinances pertinent to facilities construction and maintenance.
- Strong written and oral communication and presentation skills.
- Must be available after hours in case of emergency.
- Must have strong MS Office skills, particularly MS Excel.

- Able to efficiently prioritize, and manage multiple projects at once.
- Able to identify problems, propose and implement counter-measures.
- Familiarity with CTPAT, ISMS, ISO, and FTZ requirements are a plus.
- Able to travel domestically when needed.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, national origin, sex, age, disability or any other factor unlawful to take into account under applicable federal, state or local law.

AA M/F/V/D, E-Verify, EOE, Drug-Free Workplace

**For consideration please apply to our website: <https://careers-rei-ricoh.icims.com/jobs/1522/job>**