

## **Operations & Maintenance Manager**

Fluor, a world-class company, has excellent employment opportunities for a Facilities & Maintenance Manager at a high tech electronic labs company in Aliso Viejo, CA. Individual will be responsible for facility maintenance operations, including installation, repair, and preventative maintenance services and will coordinate the safe and effective execution of all maintenance and property management activities.

Successful candidates will demonstrate abilities to:

- Manage small to mid-sized projects
- Perform project estimating, scheduling, and execution
- Participate in, as well as manage, teams
- Develop and direct a staff of maintenance personnel and oversee outside contractors
- Utilize strong interpersonal and written/verbal communication skills
- Promote client satisfaction through excellent customer service
- Resolve issues quickly and efficiently
- Ensure strict business controls are enforced

Experience: Requires a mixture of technical and professional skills with 10+ years of experience in the facility maintenance field including 3+ years managing people and small to mid-sized commercial/industrial type facilities. Exceptional communication and customer service skills are necessary in order to consult with professional staff.

Knowledge of facilities practices and terminology, automated energy management / HVAC / electrical / plumbing systems, and MS Office is essential; as is the ability to learn other software. Ability to develop project plans in Microsoft Project or Visio and to troubleshoot breakdowns and work with technicians on assigned maintenance tasks is also critical. Must be thoroughly familiar with safe working practices and procedures.

Salary is commensurate with experience. We offer a competitive benefits package. No per diem or relocation assistance is provided. Job entails a 40-hour work week with occasional overnight travel.

If interested in applying for the position please e-mail your resume to David D'Alessio at [dave.d'alessio@fluor.com](mailto:dave.d'alessio@fluor.com) If you have further questions, you can also contact him at 864-281-8517.

We support a drug free workplace through pre-employment chemical screening and are an Equal Opportunity Employer that recognizes the value of a diverse workforce.

## **Manager I – O&M Operations (Facilities & Maintenance Manager)**

Fluor is a FORTUNE 500 company that is ranked No. 1 in FORTUNE magazine's "Engineering, Construction" category of America's largest corporations. Working on over 1,000 projects in five continents, Fluor goes above and beyond executing successfully large and financially complex projects worldwide in energy and chemicals, industrial and infrastructure, government, power, and global services.

Outstanding dependability, expertise, and safety distinguish Fluor as a leader in engineering, procurement, construction and maintenance services industries.

### **Summary**

Responsible for total operation of all assigned projects. Administers contracts in accordance with policies and procedures for the maximum benefit of the company and clients. Participates in business development activities and promotes productive client relationships. Provides leadership in the professional and career development of subordinates. Interfaces with division and corporate management and client personnel.

### **Essential Duties and Responsibilities include the following:**

- Establishes and maintains timely communications and close working relationships with client representatives to ensure owner satisfaction.
- Participates in the planning, budgeting, and scheduling of the client's facility related projects, and subsequently manages the work and communicates the progress during the execution stage.
- Administers company and client contracts with regard to cost, schedule, safety, and other project controls. Oversees the work of outside contractors.
- Establishes goals and objectives each year for assigned projects with client and division management. Document value awareness/cost savings.
- Monitors and approves personnel hiring, promotions, reprimands, and terminations. Staffs assigned projects with qualified salaried and craft personnel.
- Trains and develops project personnel. Assigns and supervises their work.
- Fosters teamwork. Participates in, as well as manages, collaborative efforts.
- Maintains close communication with management, supervisory, salaried and craft personnel.
- Pursues additional business with present and potential clients. Assists in preparation of sales proposals, estimates, technical evaluations, and budgets.
- Implements and monitors assigned projects for compliance with EEO, OFDD, EPA, OSHA, and other agencies' required regulations.
- Promotes the open-shop philosophy and maintains an open-door policy.
- Completes safety audits and conducts safety training at the site.
- Other duties as assigned.

### **Requirements:**

Four year degree from an accredited college or university in at least one of the following: Architecture, Business Management, Engineering, Finance, Project Management, or equivalent combination of education and experience.

- In lieu of education, requires a mixture of technical and professional experience with 10+ years in the facility maintenance field, including 3+ years managing people and commercial/industrial type facilities. Familiarity with automated energy management, electrical, and mechanical systems. Ability to troubleshoot breakdowns and work with technicians on assigned maintenance tasks is also critical.
- Knowledge of facilities practices as they relate to preventative maintenance, installation, and repair services, as well as industry terminology.
- Working knowledge of proper Human Resources procedures.
- Ability to negotiate while maintaining short and long term objectives.
- Strong professional interpersonal skills.
- Full familiarity and prior experience in the use of modern state-of-the-art computer systems. Ability to develop and track project in Microsoft Project or Visio.
- Thorough familiarity and knowledge of safe working practices.

