

Growing Medical Device Manufacturer located in Irvine, CA is looking for a Facilities Manager. Contact Roger Lemieux. R.P. Best, Inc. 760-320-0027 for more details.

Facilities Manager

Duties and Responsibilities:

- Facility and Space Planning.
- Coordination of site selection and T/1 improvements; direct space planning and develop design layouts.
- Compliance with all regulatory requirements including ISO/QSR, OSHA, environmental and municipal, hazardous material requirements, and biohazard programs and disposal.
- Develop and maintain environmental health and safety programs including emergency preparedness and evacuation, disaster recovery, Illness and Injury Prevention Plan, and facility threats; serve as chairperson for all programs.
- Ensure that the Company's security standards are maintained and that the operations are safe.
- Implement preventative maintenance programs for HVAC, electrical, plumbing, security, and Fire Life Safety systems.
- Maintain and review contracts for all third-party contractors, cleaners, waste removal, vending, recycling, security, etc.
- Keep senior management well informed of area activities and significant facility-related problems.

Minimum Education: Bachelor's Degree

Desired Training and Experience Required:

- Minimum of five years corporate facilities management experience in a manufacturing environment, including three years auditing experience in a QSR/ISO environment, preferably in a medical device industry.
- Full technical knowledge of facility systems and preventative maintenance practices.
- Experience in Safety and Environmental regulations.
- Must have strong PC skills including Excel, Word, PowerPoint, and CAD.
- Strong organizational, communication, and database management skills required.
- Must possess the ability to interface with all levels of Management.
- Must have a strong work ethic and the ability to handle multiple projects.