

# Panasonic

## Panasonic Avionics Corporation

26200 Enterprise Way, Lake Forest, CA, 92630 USA  
Tel: 949-672-2000 Fax: 949-462-7105

### JOB DESCRIPTION

|                       |                       |                |  |
|-----------------------|-----------------------|----------------|--|
| <b>Position Title</b> | Facilities Supervisor | <b>Job no.</b> |  |
|-----------------------|-----------------------|----------------|--|

|                       |  |
|-----------------------|--|
| <b>Basic Function</b> | At the direction of the Facility Manager, the incumbent provides general support for the working unit's functions including, but not limited to: fiscal coordination, building operations and maintenance, facility management programs, departmental communications and record keeping. |
|-----------------------|--|

|                         |  |
|-------------------------|--|
| <b>Accountabilities</b> | Please specify percentage of time spent on each Accountability |
|-------------------------|--|

The incumbent's typical responsibilities for the department include monitoring, coordinating, updating and reporting the status of assigned, recurring functions; assisting in the coordination and implementation of special events, projects and tasks; organizing electronic and hard copy files and keeping them current; compiling reports and presentations from information provided by manager or subordinates; writing basic messages and letters for internal and external distribution; receiving and disseminating department communications. The percentage of time devoted to various accountabilities will change from time to time requiring the incumbent to adjust priorities as needed to address basic functions of the job and corporate needs.

1. (30%) Fiscal coordination
  - a. Verify invoices accurately reflect products and services delivered
  - b. Prepare and report on Purchase Requests
  - c. Assist Manager with procurement activities including development and maintenance of Request For Proposals (RFP) processes with the procurement department
  - d. Assist Manager with budget monitoring and preparation
2. (30%) Building operations and maintenance
  - a. Receive and coordinate work requests with department, monitor their status and report back to requesting parties
  - b. Monitor internal customer concerns and complaints, collect information and coordinate appropriate departmental response
  - c. Communicating with vendors and coordinate their services
  - d. Monitor and maintain automated building energy management systems
  - e. Maintain inventory of corporate supplies provided by Facilities Management
  - f. Assist with coordination of special events, move requests, furniture set-ups and reconfigurations
3. (30%) Facility management programs: relative to the Facilities Management function, assist in organizing, monitoring and reporting on various programs such as
  - a. Hazardous materials handling
  - b. Safety program
  - c. Security, including maintaining access badge system
  - d. Environmental protection, including recycle and energy management
  - e. Conference room and special event coordination
  - f. Copier lease, service & maintenance, and supplies
4. (10%) Communications and record keeping
  - a. Maintain various contact lists including vendors, service providers and emergency contacts
  - b. Maintain space assignment profiles
  - c. Assist IT department with office/workstation VOIP systems and connectivity set-up
  - d. Assist in compiling and reporting on benchmark performance data
  - e. Organize departmental electronic and hard copy files and keep them current

# Panasonic

## Panasonic Avionics Corporation

26200 Enterprise Way, Lake Forest, CA, 92630 USA  
Tel: 949-672-2000 Fax: 949-462-7105

|  |
|--|
|  |
|--|

| Scope and Competency Requirements   |                 |             |
|---|-----------------|-------------|
| <p><b>MANAGEMENT:</b> (<i>\$, employees, and other resources managed</i>)</p> <ul style="list-style-type: none"><li>Supervisory responsibilities are part of this position with Facility Coordinator positions reporting to it. Supervisory skills are crucial to cope with coordination of vendors and some departmental functions.</li><li>Fiscal responsibilities are limited to approving routine expenditures for standard vendor services within budget allowance, reconciling invoice discrepancies and initiating payment processes via Oracle system</li></ul> <p><b>COMMUNICATIONS:</b> (<i>key communications contacts and level of persuasion required</i>)</p> <ul style="list-style-type: none"><li>Ability to communicate effectively with difficult people in demanding circumstances to defuse and resolve conflicts, yet maintain appropriate professional behavior</li><li>Appropriate professional appearance, verbal and written communications skills to effectively deal with departmental functions associated with entry level laborers and service providers as well as executives</li><li>Writing skills necessary to clarify problems and prepare instructions on how to solve them (using information and assistance from Manager)</li><li>Ability to correctly pronounce ethnic names and work with an ethnically diverse organization</li></ul> <p><b>PROBLEM-SOLVING:</b> (<i>complexity of problems, creativity and other problem-solving requirements</i>)</p> <ul style="list-style-type: none"><li>Ability to bring a sense of order and understanding to task assignments that do not always have specific instructions to follow</li><li>Ability to manage work time and prioritize a broad range of problems and tasks relative to immediate needs versus the longer term benefits in support of department functions</li><li>Work history and/or exposure to project management, plans and Facilities management principles is preferred</li></ul> <p><b>KNOW-HOW:</b> (<i>education, experience and other knowledge requirements</i>)</p> <ul style="list-style-type: none"><li>Technical training, education or certification beyond those stated may be substituted for some experience</li><li>Minimum of 8 years facilities operations work history including an understanding of general office practices</li><li>Experience or familiarity with purchasing and/or facility management functions is preferred</li><li>Supervisory experience</li><li>Proficiency with Windows, Word, Excel and PowerPoint is required. Experience with Outlook, Visio, Project, Access and/or Oracle is preferred</li><li>Facilities management certification CFM, FMP and/or similar accredited education certificate in facilities management is preferred.</li><li>High school diploma required</li><li>Must be proficient in English reading, writing and speaking</li></ul> <p><b>PHYSICAL REQUIREMENTS:</b> (<i>How much weight will the employee be required to lift, push or pull and how often? What repetitive tasks will be performed? What percent of time is spent sitting, standing, bending, twisting, stooping, etc.?</i>)</p> <ul style="list-style-type: none"><li>The functions of this position will require physical abilities associated with typical administrative tasks conducted at a conventional workstation in an office setting, most of which will be in a seated position. Some activities will require standing, bending, twisting, squatting, stooping, lifting, reaching walking and climbing stairs</li><li>lifting requirements of up to 50lbs unaided is required</li><li>Typical repetitive tasks include keyboarding, filing, telephoning and inventorying common supplies</li><li>Occasional assistance with special events tasks and projects may require pushing/pulling and lifting of furniture components, boxes and office equipment</li></ul> |                 |             |
| <b>Incumbent</b>  | <b>Approved</b> | <b>Date</b> |

# **Panasonic**

---

---

## **Panasonic Avionics Corporation**

26200 Enterprise Way, Lake Forest, CA, 92630 USA  
Tel: 949-672-2000 Fax: 949-462-7105