



WHO WE ARE: Linc Facility Services (LFS) is a leader in technology and high value facility services with over 28 years as a nationwide provider of on-site integrated facility management services. LFS' capabilities include technical operations and maintenance, strategic facility planning, project management, vendor contract management, and site related administrative and office services.

JOB TITLE: Facility Manager

This is an excellent opportunity to apply your strong business management and development skills and five to ten years of experience in a property or facility management environment. You will be responsible for the management and financial and operational performance of a world class Performing Arts School in downtown Los Angeles. This position will ensure that they are operated and maintained in a cost-effective, safe and efficient manner.

FUNCTION

This position is accountable for providing optimal customer relations and operations and maintenance management for the assigned facility in a cost-effective manner.

RESPONSIBILITIES

Ensures optimal customer relations by maintaining constant communications with customer. Provides high quality operations and maintenance service to assure proper performance of engineered equipment and building systems.

Acts as primary liaison with all customer departments, actively ensuring that service is prompt, responsive, effective and that inter- departmental concerns are addressed and resolved.

Provides regular monthly written status reports to customer and LFS management. Presents ad hoc status reports as necessary to keep customer management conversant with atypical occurrences, unusual staffing challenges, potential building related interruptions, etc.

Prepares, recommends and administers the annual facility budget. Reports exceptions to supervisor and adjusts budget as necessary.

Complies with customer and LFS corporate policies (personnel, accounting, technical service, safety and health, ethical conduct, etc.) communicates to subordinates and ensures subordinate compliance.

Ensures that federal, state and local regulatory requirements are met including DER, OSHA, FLSA, EEO, ADA, etc.

Schedules and coordinates over-all work priorities.

Recommends what work should be performed in-house and what work should be subcontracted; consults with LFS corporate and/or technical resources when making decisions on major changes.

Ensures that reactive and preventive maintenance activities are appropriately balanced; monitors current and deferred maintenance backlogs; adjusts priorities and/or resources as needed and ensures that deferred maintenance is adequately documented.

Utilizes maximum capabilities of Maximo work order management system.

Develops and/or approves facility quality standards.

Reviews completed work regularly and ensures that quality standards are met or exceeded to the satisfaction of the customer.

Negotiates major service contracts; reviews and approves smaller service contracts delegated to subordinates; consults with corporate technical and other staff as appropriate.

Monitors service contracts to ensure compliance, addresses and resolves contract disputes

Manages purchasing program; approves major purchases; audits purchasing delegated to subordinates.

Designs and implements administrative systems where LFS or customer standard systems do not exist or must be extensively modified.

Ensures through subordinate managers that staff receives adequate technical, administrative and other training; participates in training of direct subordinates and supervisors.

Monitors staff overtime and absenteeism against LFS standards and implements corrective measures as necessary when either exceeds acceptable standards.

Manages staff in accordance with LFS employee relations philosophy and policies; hires, terminates, recommends salary changes, conducts performance appraisals, counsels and disciplines as necessary; communicates and administers LFS personnel policies.

If applicable, ensures that labor contract requirements are met; makes routine contract interpretations as required; and maintains a harmonious working relationship with union representatives. Organizes and participates in facility audit activities.

REQUIREMENTS

Bachelors degree in Business/ Management or comparable industry experience required; Certified Facility Manager or Real Property Administrator certifications are desirable .

Demonstrated customer service orientation and skills.

Experienced in preparing and administering operating budgets.

Working knowledge of two or more of the mechanical, electrical, general building maintenance, building construction or electronics crafts. Where there is not a working knowledge, a demonstrated aptitude is required.

Demonstrated expertise in verbal and written communications.

Demonstrated willingness to work non-standard days and hours as required.

The above statements are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities.