

## **Kingsport Town Center Job Description**

**Title:** Facility Maintenance Administrator

**Department:** Management Services

**Reports to:** General Manager and Property Managers

### **General Responsibilities:**

The Facility Maintenance Administrator will participate and lead in planning, coordinating, directing, and performing activities and projects affecting the maintenance, alteration, and repair at the Kingsport Town Center, as well as administer the various contracts providing maintenance and repair services to the facility.

### **Specific job responsibilities include the following\*:**

1. Management of ongoing preventative maintenance and “market-ready” space maintenance programs.
2. Assistance with tenant move-out programs.
3. Assistance with the coordination of tenant operating and maintenance expense recovery.
4. Scheduling and oversight of sub-contractors (mechanical, electrical, plumbing, painting, cleaning).
5. Purchase and/or rental and maintenance of construction materials and equipment.
6. Management of tenant-generated work orders.
7. Management and direction of in-house field repair.
8. Assistance with tenant retention and relations programs.
9. Read and understand construction drawings, plans and specifications.
10. Organize, implement and direct facility maintenance operations and activities.
11. Implement pertinent department policies and procedures.
12. Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; and monitor budget expenditures.
13. Develop cost estimates for supplies and equipment.
14. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
15. Demonstrate tact and diplomacy with the public.
16. Develop and recommend systems and procedures related to assigned operations.
17. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. Work a flexible schedule that allows for supervision of necessary repairs, etc. that are performed outside of the normal work schedule.

21. Perform related duties as required.
22. Oversee, coordinate, and monitor various facility installation activities, including furniture, space, safety, and security related building modifications; ensure compliance with district specifications, applicable building codes, safety and ADA regulations.
23. Oversee, coordinate, and monitor installation of Christmas Décor, and various other activities that are holiday / event related.
24. Oversee the administration of various contracts for building maintenance functions to ensure compliance with established contract standards.

**Professional Qualifications include:**

1. High School diploma or equivalency required; minimum two-year trade school diploma in addition to high school diploma preferred.
2. Specific knowledge and/or experience with concrete, masonry, welding, carpentry, doors, frames, hardware, drywall, and suspended ceiling systems.
3. General knowledge and/or experience with mechanical, electrical, plumbing, and fire protection systems.
4. Minimum three (3) years industrial and/or commercial construction project supervision experience.
5. Exceptional organization, communication, and interpersonal skills.
6. Ability to manage and complete short- and long-term projects and adapt to regularly changing priorities.
7. Directing operations, services, and activities of a building maintenance, repair, and construction program.
8. Understanding and applying basic principles and practices of budget preparation and administration.
9. Understanding and adhering to principles and practices of safety management.
10. Knowledge of and adherence to pertinent local, state and federal laws, ordinances, codes, and rules.
11. General knowledge of methods and techniques of contract negotiation and administration.
12. Ability to estimate costs of time and materials required for facilities repair and maintenance work.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**Physical demands and working environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment

Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

