



Facilities and Safety Operations Manager

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: VP of Global Operations

PRIMARY CHARACTERISTICS:

- **Values:** Upholds Reell's Direction Statement and Declaration of Belief. Ensure that personal conduct is consistent with Servant Leadership. Looks for opportunities to model Reell's values in all business situations. Active listening skills are needed in this position, along with a humble approach and a desire to serve.
- **Professionalism:** Always lead by example and through service. Will serve as the primary leader for all aspects of Facilities and Safety Management. Displays professionalism to all Reell constituents by the actions, attitudes and work style displayed.
- **Teamwork:** Creates a positive, energizing, and rewarding environment for all Coworkers. Works closely with other Reell locations, functional leaders, and Coworkers to achieve broader corporate goals. Contribute ideas, vision, energy, and passion.
- **Communication:** Deliver clear, regular, and concise communications to the corporation regarding all aspects of facilities and safety services. Communication styles (in all modes --- verbal, written, etc.) must deliver the necessary information in an effective and professional manner.

KEY RESPONSIBILITIES:

- **Supervision:** Upholds a Servant Leadership style of leadership, adhering to Reell values and helping Coworkers grow and develop. Serves as a mentor, coach, and supervisor. Provides day-to-day direction to all long-term and temporary workers assigned to the maintenance and/or janitorial staff. Monitors and assures the appropriate use of overtime. Defines expectations and holds personnel accountable, including annual performance review documentation and delivery. Monitor's attendance, punctuality, and reacts to problems professionally, driving to the best solution.
- **Safety Management:** Seeks to assure the safety of all Coworkers, by maintaining a safe and clean working environment for all.
 - Demonstrates safe working habits
 - Leads the safety team, including the organization of safety team meetings, safety reviews, and all other safety team responsibilities.
 - Ensures compliance with all federal, state, and local safety laws and requirements
 - Strong knowledge of OSHA regulations in the workplace.
 - Responsible for the management of hazardous material programs, licensing, documentation, and practices.
 - Develops policies and procedures to ensure compliance with regulations and requirements
 - Develops and leads safety training for all Coworkers
 - Leads any safety audits or investigations
 - Develops and implements safety accident investigations, data analysis and reoccurrence prevention programs and procedures.
 - Maintains the Safety Accident Reporting system
 - Leads and develops the skills of the Reell First Responders
 - Communicates safety information and goals to all Coworkers

- Facility Security: Responsible for the secure operation of Reell facilities. Maintains the security badge system and manages all Coworker and vendor access into the building. Maintains the building access security alarm system. Develops policies and procedures to ensure a secure facility and trains Coworkers on the procedures.
- Facility Budget: Manages the facilities budget, including strategic planning for future facility maintenance, build outs, etc. Strives to stay within budget and ensure good communications of budget goals.
- Problem Solving: Uses diagnosing skills and technical knowledge to determine root causes of problems and initiates short- and long-term corrective actions. Is pro-active, seeking to prevent problems from occurring rather than only reacting to problems.
- Work Order request: Develops and maintains a closed-loop work order system for Coworkers who request facilities services.
- Building Maintenance: Responsible for all mechanical, HVAC, plumbing and electrical aspects of the facility. Assures neat, clean, and organized building and grounds. Assures the existence of appropriate, accurate, and current documentation as needed. This can include such things as building supplies, preventative maintenance records, procedures, warranties, etc. Manages all building construction and remodeling projects to ensure efficient and timely completion within defined budgets.
- Continuous Improvement: Initiate's improvements wherever possible to improve the efficiency and productivity of the facility. Seeks to eliminate any non-value-added activity.
- Other duties as assigned.

SKILLS REQUIREMENTS:

- Safety Minded
- Analytical Thinking and Problem Solving
- Effective Communication & Comprehension
- Facilitating Change
- Industry and Technical Knowledge
- Leading through Vision and Values
- Team Leadership, Development and Coaching
- Strategic Organizing & Planning
- Time and Task Management
- Customer Focus
- Continuous Learning
- Financial Acumen
- Facilitator, motivator, coach and trainer
- Knowledge of OSHA policies and principles
- First Aid / CPR
- Lock Out/Tag Out policies and practices
- Right-to-Know/ AWAIR
- Forklift safety principles
- Building security principles
- Solid understanding of construction principles and techniques
- Strong knowledge of mechanical, HVAC, electrical and plumbing
- Strong computer skills
- Track record of negotiating good outcomes with Coworkers, contractors, and service vendors

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- Minimum of 5 years of facilities management or related experience in manufacturing plants of 50,000 to 100,000 ft
- Minimum of 3 years of supervisory experience in facilities functions
- Safety Management experience

- Minimum of five years HVAC maintenance and electrical experience
- Forklift Operator certification
- Facility security experience
- Proven technical, organizational, and interpersonal skills

PREFERRED REQUIREMENTS:

- Bachelor's degree or technical school degree (or equivalent) in a related field. May often have an engineering background
- HVAC license
- Electrician's license
- Facilities Management certification

PHYSICAL REQUIREMENTS:

- May be required to lift up to 40 pounds or sit or stand for longer periods of time