



**Title: Facilities and General Services Manager**

**SUMMARY:**

The Facilities and General Services Manager maintains and oversees the Bank's grounds, buildings and equipment to ensure that a workspace is safe and functional. This position requires the ability to manage construction or facilities related projects, serves as the administrator of the work order software program, oversees facility related budgets and expenses, provides oversight of service providers as well as Facility staff members and the General Services Supervisor. In addition, the employee may be called upon to oversee customer initiated construction projects and complete property inspections as directed. This position requires an ability to communicate effectively with staff, vendors and customers to represent the needs of Pentucket Bank in a positive and professional manner. Timely and satisfactory completion of all trainings assigned is required.

**DUTIES AND RESPONSIBILITIES:**

Include the following, other duties may be assigned.

- Ensures that the Bank's grounds and facilities are maintained in order to provide a safe and functional workplace for all employees.
- Oversee and supervise the quality of work for employees and vendors to ensure that all tasks are performed correctly, efficiently and within budget.
- Keep appropriate staff and management informed of vendors working on site including their arrival dates and times, scope of work being performed and other pertinent information.
- Management and review of vendor service contracts.
- Management of the Bank's work order system which includes user oversight, work order tracking and reporting.
- Oversee internal bank construction/renovation projects as assigned.
- Oversight of customer construction projects as assigned including site inspections, budget management and disbursement recommendations as assigned.
- Complete or oversee security related functions as assigned.
- Supervise and act as back up to General Services Supervisor and support General Services Dept. as needed.
- Oversight and management of the Facilities Budget and initiatives to ensure timely completion of all budgeted facilities related projects.
- Other duties as assigned.
- Actively participate on committees as assigned.
- Some on call (non-business hours) required.

**SUPERVISORY RESPONSIBILITIES:**

The candidate will be responsible for managing the Facilities Assistant, the General Services Supervisor and facilities related vendors. This will include the establishment of goals and annual performance review of team members.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree and/or five years of related facility/project management experience.

**TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:**

- Proficient in computer skills, word, PowerPoint and Excel. Experience with inventory control and work order software a plus.
- Experience with project and construction management required.
- Ability to move and lift 50 lbs.

**OTHER SKILLS or ABILITIES:**

- Ability to multitask and service on demand in a friendly and professional manner.
- Ability to assess situations and make sound recommendations to senior management.
- Clean driving record required.
- Bi-lingual is a plus

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to complete physical work for short periods during inclement weather a requirement including sweeping, snow shoveling & blowing, distribution of ice melt and mopping.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PENTUCKET BANK'S JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a written copy of the job description for Facilities/General Services Manager, as set forth by Pentucket Bank. I understand the essential duties, responsibilities and standards that are required of me in this position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_