



Enabling the GHz Generation

Facilities Manager

Plan, direct, and coordinate operations and functionalities of facilities and buildings. Lead the maintenance department, maintenance programs and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acquire, distribute, and store supplies.
- Conduct classes to teach procedures to staff.
- Dispose of, or oversee the disposal of, surplus or unclaimed property.
- Manage leasing of facility space.
- Monitor the facility to ensure it remains safe, secure, and well-maintained.
- Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.
- Allocate Physical Resources in the organization.
- Oversee and understand maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Participate in architectural and engineering planning and design, including space and installation management.
- Plan, administer, and control budgets for contracts, equipment, and supplies.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Other duties as required.

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- 10 years facilities experience, 5 years facilities management experience in a manufacturing environment.
- Manufacturing experience to include thin films, photolithography, wet/dry etch, or metrology is strongly desired
- Requires ability with common business software (Excel, Word, Power Point, Visio, Access) and MES.
- Skills required include Leadership, Communication, Prioritization, MES, Purchasing, Management of Direct Personnel, Networking, Instruction, Procedures, Documentation for small to medium sized businesses.

EMPLOYMENT CATEGORY

- Regular full-time.

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send CV via email to careers@3DGSinc.com