

Assistant General Manager – Facility Management Operations

Position Summary

Supports the General Manager in the overall leadership, administration, and operational management of multiple government and administrative buildings, parking lots, parking garages, and approximately 60 acres of property. Assists with the oversight of approximately 60 employees and assists with management of over a \$13 million operating and capital budget.

Provides leadership for housekeeping, security, maintenance, groundskeeping, construction, renovation, and facility support operations.

Key Responsibilities

Direct daily facility operations across multiple buildings and properties.

Oversee housekeeping, maintenance, security, groundskeeping, and parking operations.

Manage preventive and corrective maintenance programs.

Coordinate emergency response, safety, and regulatory compliance activities.

Plan and oversee construction, renovation, and capital improvement projects.

Manage vendor and contractor performance.

Monitor and manage utility consumption including electricity, gas, water, and sewer services.

Develop and implement energy conservation and sustainability initiatives.

Assist in managing labor relations and negotiating union contracts.

Administer collective bargaining agreements, grievances, and labor-management issues.

Develop long-range facility master plans and capital improvement strategies.

Establish, implement, and maintain organizational policies, procedures, and operational standards.

Support budget development, forecasting, and financial management of approximately \$13 million annually.

Serve as acting General Manager in the absence of the General Manager.

Qualifications

Bachelor's degree in Facilities Management, Business Administration, Engineering, Construction Management, Public Administration, or related field preferred.

7–10 years of progressive facilities management experience.

3–5 years of management or senior supervisory experience.

Experience managing multi-building portfolios, large property operations, and multimillion-dollar budgets.

Experience in unionized environments and collective bargaining preferred.

Preferred certifications: CFM, FMP, CPM, PMP, and OSHA.

Reporting Relationships

Reports to: General Manager.

Supervises managers, supervisors, contractors, and approximately 60 employees.