



**Job Description Title:** Manager, Facility Maintenance

**Division/Department:** Technical Services

**Location:** Miami

**Reports to:** Executive Vice President/Chief Operating Officer

**Work Schedule:** Sunday through Saturday  
Must be able to be flexible and work all shifts on an as needed basis. Overtime as required, must be pre-approved by supervisor.

***Summary of duties and responsibilities:***

Supervises, manages and directs staff and vendors associated with facility maintenance functions. Supervises and performs a variety of skilled duties in Pan Am's facilities which may include H.V.A.C., swimming pool systems, boilers, and other mechanical systems. Additional duties may include painting, carpentry, minor electrical, daily cleaning, custodial duties, dry wall or other recognized crafts for the purpose of maintaining, repairing or remodeling Company operated buildings and facilities.

***Primary duties and responsibilities:***

Duties and responsibilities will include, but not be limited to the following:

1. Troubleshoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
2. Performs preventive building maintenance duties, caulks windows and doors, repairs and replaces broken windows.
3. Performs routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
4. Performs routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
5. Purchases supplies, equipment, and materials necessary to complete projects.
6. Assembles and moves furniture, hangs pictures and bulletin boards, moves and sets up tables and chairs.
7. Repairs and replaces door knobs or locks, repairs door closures, patches holes in walls.
8. Paints interior and exterior walls.

***Responsibility for work and/or training of others:***

N/A

***Direction/Supervision Received***

Primarily receives tasks and priorities for work assignments from the Site Managers/Shift Supervisors.



***Knowledge/Skills:***

1. Knowledge of trades related to building maintenance and repair.
2. Knowledge of a variety of building maintenance procedures and techniques.
3. Knowledge of machinery, equipment, and tools necessary for the maintenance and repair of public buildings.
4. Knowledge of occupational hazards and safety precautions.
5. Skill in reading and following blueprints and assembly instructions.
6. Skills in following safety practices and recognizing hazards.
7. Skill in using hand and power tools.
8. Ability to establish and maintain effective working relationships with City staff and the public.
9. Ability to communicate effectively, both orally and in writing.

***Education/Training***

High School diploma or GED and one (1) year building maintenance experience, or any equivalent combination of training and experience.

***Work Experience:***

Minimum one (1) year in providing building maintenance support.

***Physical environment/working conditions:***

Work conditions include exposure to heavy machinery and warehouse environments. Physical environment will include working with hazardous materials such as hydraulic fluids and solvents. Additional requirements would include the ability to lift up to 50 lbs., sitting, standing, bending, stooping, or working in an elevated condition.

***Equipment/machinery used:***

Full flight simulators and other training devices manufactured by various companies. General operational knowledge of office equipment such as facsimile, copier, personal computer, etc.

I have read and understand the duties outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Printed Name

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Supervisor Printed Name

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Date Signed

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Date Signed

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