



## ***FACILITY MANAGER***

### **Job Function:**

A Facility Manager is responsible for keeping the facility operating, preserving the good conditions of infrastructure and ensuring the facility is safe and well functioning. Ensuring problems are discovered and repaired. A Facility Manager will be well-organized and able to optimize the use of space and equipment while reducing operating costs. Leadership abilities and phenomenal efficiency. The goal is to ensure our facility is problem free, running at full capacity and safe so that employees can work under the best conditions.

### **Duties and Responsibilities:**

- Performing routine facility maintenance
- Plan & Coordinate all installations and repair
  - (examples: PLC's, contact/relay systems, rectifiers, pumps, motors, bearings, heaters & TC's, geared drivelines and conveyor systems)
- Coordinate system repairs & monitor system performance
- Maintain Plumbing and repair
- Maintenance & repair on electrical wiring
- Working on building HVAC, heating and air filtration
- Applying preventative maintenance measures to reduce the risk of future problems
- Fixing potential safety hazards to avoid injuries
- Carpentry and painting
- Metal and plastic welding
- Handle service contracts
- Supervise all facilities staff
- Perform analysis and forecasting
- Participate in ISO 9001/AS9100 audits as required
- Review Equipment Calibration Status as required

### **Skills and Qualifications:**

- 10 years experience in a PCB manufacturing environment
- 5 years experience in a management role or equivalent
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Ability to read and understand technical drawings, equipment and industry specifications
- Ability to carry on technical conversations with company personnel, equipment manufacturers and other maintenance resources



- Knowledge of basic accounting and finance principles
- Ability to apply common sense understanding varying situations
- Plumbing knowledge to carry out plumbing new projects, clogs, leaks, repairs and related projects, etc.
- Well-versed in technical/engineering operations and facility management best practices
- Electrical wiring capabilities to address problems with the building's electricity and equipment electrical
- Carpentry ability to handle basic repairs around the building including painting
- Grounds keeping if the facility contains lawns or other outdoor areas in need of maintenance
- Knowledge of HVAC, backflow devices, fire sprinkler and fire suppression devices.
- Electronic troubleshooting and repair of PLC's, contact/relay systems, rectifiers and related electronics
- Able to repair/replace pumps, motors, bearings, heaters & TC's, geared drivelines and conveyor systems
- Metal/plastic welding experience
- Adept at using a variety of hand and electrical tools
- Ability to work around chemicals, such as acids, alkalis, solvents and such
- Interpersonal skills to interact with employees or residents of the building in a pleasant manner
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked
- Physical stamina to handle a full shift of being active and working on the building

### **Work Environment:**

The overall operation is typical of printed circuit manufacturing. This facility contains chemicals that are known by the State of California to contain harmful or cancer causing agents.

**This is an ITAR facility and applicants must be a US Citizen or a lawful permanent resident.**

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