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**POSITION:** Facilities Coordinator

**LOCATION:** Houghton, MI

**CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Manufacturing Manager

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### **POSITION DESCRIPTION**

The Facilities Coordinator is responsible for ensuring the efficient operation, safety and upkeep of the company's buildings, grounds and equipment. This role combines hands-on maintenance with planning, scheduling and compliance responsibilities to create a safe, productive and aesthetically pleasing work environment. The Facilities Coordinator serves as the primary point of contact for facility-related needs and ensures alignment with company standards and regulatory requirements.

### **PRINCIPAL ACCOUNTABILITIES**

- Maintain and repair machines, mechanical equipment, buildings and grounds to ensure operational efficiency and safety
- Perform carpentry, plumbing and minor electrical tasks to preserve building integrity and aesthetics
- Repair and troubleshoot specialized equipment and machinery throughout the facility
- Manage needed supplies to mitigate run out or downtime
- Maintain a comprehensive maintenance calendar to ensure timely inspections, certifications and compliance with ISO and regulatory requirements
- Execute routine preventive maintenance to maximize equipment uptime and minimize unexpected breakdowns
- Monitor and analyze maintenance trends to identify recurring issues and implement proactive solutions
- Ensure proper implementation and ongoing inspection of environmental, health and safety compliance standards
- Support ISO compliance by completing and filing daily, weekly, monthly, quarterly, biannual and annual checklists
- Assist in coordinating and presenting safety training programs, including forklift, overhead crane, hot works and Lock Out Tag Out (LOTO) procedures
- Manage the maintenance ticketing system, prioritize requests and report monthly performance metrics
- Maintain accurate and detailed records of all maintenance activities, repairs and inspections for audit and compliance purposes
- Serve as the primary point of contact for facility-related issues, providing timely updates and clear communication to internal stakeholders
- Identify and communicate potential problems or project needs to leadership for planning and budgeting purposes
- Coordinate seasonal facility needs, including snow removal and weather-related preparations
- Recognize opportunities for process improvements in maintenance operations and implement best practices
- Collaborate with other departments to ensure facility operations support overall business objectives
- Promote a culture of safety and accountability across all facility operations
- Ability to work safely in office, production facility and job site environment

### **ATTRIBUTES**

- Ability to solve problems using existing systems and processes
- Detail oriented, accurate and maintain excellent follow-through
- Excellent verbal communication and listening skills
- Capable of following processes and initiate process improvements
- Maintain a positive attitude in high-pressure situations
- Adaptable to changing work responsibilities



- Must be self-motivated and work well independently or in a team-oriented environment
- Ability to work effectively with other departments within the organization

#### EDUCATION/EXPERIENCE

- High School diploma or equivalent required
- 1–3 years of maintenance or facilities experience preferred
- Strong mechanical aptitude and problem-solving skills
- Basic computer skills for scheduling and reporting
- Ability to read and interpret blueprints and procedures
- Excellent organizational and communication skills
- Ability to work independently and manage multiple priorities

#### WORKING CONDITIONS

- Ability to work extended hours as business needs dictate
- Valid driver's license required
- Ability to obtain forklift and overhead crane certification
- Ability to regularly lift up to 50 pounds
- Frequently remain in a stationary position such as standing
- Frequently kneel and bend
- Foot Protection (i.e. Steel or Composite Toe Boots) required
- Employee must possess manual dexterity required for using hand tools and operating machinery

**JOB DESCRIPTION ACKNOWLEDGEMENT:** I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_