

SITE MANAGER

Reports To: Account Executive

Supervises: On-site staff, contractors and vendors

Purpose: The Site Manager is responsible for the day-to-day implementation of policies, procedures and programs that assure a well managed, and well maintained building and plant operation. In conjunction with the Owner's goals and objectives, the Site Manager places maximum emphasis on positive response to the concerns and needs of the on-site staff, Owner's personnel, and environmental health and safety and quality programs.

SCOPE

- **Operational management:** The Site Manager is responsible for the day-to-day operational management of all aspects of the facility to assure maintenance of building systems and equipment are within approved quality standards. The Site Manager prepares, organizes and coordinates all maintenance activities, programs and personnel on behalf of EFS and the Owner.
- **Facility maintenance:** The Site Manager supervises all maintenance programs related to site building systems, preventive maintenance programs & trouble calls on production equipment, capital planning and projects, work order planning and scheduling, and monthly financial reporting at the facility.
- **Owner relations:** The Site Manager is continuously responsible for positive and prompt responses to requests from site personnel and for the implementation of ongoing PM and contract programs. The Site Manager ensures that problems are being solved promptly and to the mutual benefit of the company and the Owner.
- **Contract services administration:** The Site Manager is responsible for the selection of contracted services, vendor negotiation of service agreements and day-to-day monitoring of vendor performance to assure full compliance with standards established within the service agreement
- **Planning:** The Site Manager develops and administers the Facility Management Operations Manual and Budget for the assignment, and develops capital plans and project management, subject to the approval of the Account Executive.
- **Statistical analysis reporting:** The Site Manager is responsible for collecting, analyzing and reporting statistical data required to provide accurate and current assessment of Facility management objectives as described in the Management Agreement.
- **Owner representation and accounting relationships:** The Site Manager is responsible for ongoing communications with the Owner's Representative of the facility and the designated EFS Accounting personnel
- **Financial management:** The Site Manager is responsible for the day-to-day financial management of the facility and maintenance of all necessary financial records, monthly reporting and project files.
- **Public relations:** The Site Manager maintains a positive image of himself/herself, the site, EFS, Inc., and the client at all times on the site and within the community. The Site Manager strives to attend

and participate in outside or in-house activities, meetings, organizations, regulatory agencies, etc. as approved or directed by the Owner's Representative or the Account Executive.

The Site Manager participates in continuing education programs, in-house meetings and training sessions as approved or directed by the Account Executive. The Site Manager is responsible for on-the-job training activities for subordinates and trainees including working with the Owner's Representative and appointed EFS training staff to assure proper training programs are being implemented. The Site Manager also assesses the training progress of the individuals(s) involved.

SPECIFIC RESPONSIBILITIES

The Site Manager is expected to implement, control and be thoroughly conversant with and knowledgeable of the following (but not limited to) aspects of Facility Management:

- Development of Site Work Plans
- Use of CMMS Technologies
- Scheduling and Planning of Maintenance Personnel
- Trouble Calls and Quick Response
- Site Safety Policies & Procedures
- Contract Service Administration
- Preventive Maintenance on Plant Systems and Equipment
- Capital Planning and Project Management
- Monitor and Measure KPI's
- Energy management
- Accounting and Finance
- Budgeting
- Develop Activity Reports
- Site Security
- Emergency procedures
- Policy manual and administration
- Company and owner representative relations
- Insurance
- Training
- Employee relations
- All applicable municipal, state and federal codes and regulations

SUMMARY

The Site Manager is accountable for his/her independent action(s), within the guidelines of the Job Description, Facility Management Operations Manual and Budget, with primary emphasis on visible, hands-on management of the facility.

To facilitate good communication and meet other job requirements, the Site Manager is required to use a pager at all times to respond promptly to emergencies and other vital communications, except when prior arrangements have been made and approved for vacations or other time off.

The Site Manager may need to use his/her personal vehicle for work related duties. Therefore, he/she shall maintain a current driver's license in the state of employment and appropriate insurance at all times.

The Site Manager assumes any additional duties and responsibilities as delegated by the Account Executive of Engineered Facility Solutions, Inc..