

**Town of Queensbury Facilities Manager  
Job Posting- Internal and TOQ website**

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**TOWN FACILITIES MANAGER**

We are seeking a dedicated and experienced Town Facilities Manager to oversee the maintenance, safety, and operations of our town's facilities. The ideal candidate will have a strong background in facilities management, excellent organizational skills, and a proactive approach to problem-solving. This is an exciting opportunity for someone who is passionate about maintaining a high standard of workplace environment and ensuring the smooth operation of all facility-related activities.

**Key Responsibilities:**

- Oversee the daily operations of the town's facilities, ensuring a clean, safe, and efficient working environment.
- Manage and coordinate maintenance, repairs, and upgrades to building systems including HVAC, electrical, plumbing, and security systems.
- Develop and implement facility management policies and procedures.
- Ensure compliance with health, safety, and environmental regulations.
- Manage relationships with external vendors and contractors, including negotiating contracts and overseeing work performance.
- Plan and manage the facilities budget, ensuring cost-effective solutions.
- Coordinate office space allocation, layout, and changes as needed.
- Conduct regular inspections of the facilities to identify areas for improvement.
- Handle emergency situations, such as power outages or natural disasters, to minimize disruption to business operations.
- Lead and manage the facilities team, providing guidance, support, and performance feedback.

**Qualifications:**

- Preferred Bachelor's degree in Facilities Management, Business Administration, or a related field. Minimum 5 years' experience as a company's Facilities Manager
- Proven experience as a Facilities Manager or in a similar role.
- Strong knowledge of building systems, maintenance management, and safety regulations.
- Excellent organizational and project management skills.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse teams.
- Proficiency in facilities management software and other relevant technology.
- Ability to handle emergencies and remain calm under pressure.
- Strong problem-solving skills and attention to detail.

**Preferred Qualifications:**

- Certification in Facilities Management (e.g., CFM, FMP) is a plus.
- Experience in managing facilities within a corporate or industrial setting.

This is a civil service provisional position with required completion of a future civil service exam

**Salary:** \$80,000 - \$90,000 contingent on experience

**Interested applicants:** Read the detailed job description on website: [www.queensbury.net](http://www.queensbury.net)

- Download and complete TOQ application
- Send application, cover letter and resume to: Marge Mulligan at [hr@queensbury.net](mailto:hr@queensbury.net)