Facilities Manager

JOB TITLE:	Facilities Manager	**EFFECTIVE DATE:**	5/2/2022
DEPARTMENT:	Maintenance	**PREPARED BY:**	Human Resources
SUPERVISOR:	General Manager	**STATUS:**	Exempt

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SUMMARY

This position serves as primary facilities and grounds technician for Dental Crafters Network. This person will be responsible for all facilities throughout the company as well as general cleaning of both inside and outside grounds of Dental Crafters.

RESPONSIBILITIES

- Adheres to all applicable safety and environmental safety regulations
- Run daily errands to storage and big box retail stores
- Maintain a clean, organized, and safe work environment at Dental Crafters Network, both inside the building as well as outside grounds.
- Ensuring that basic facilities, such as water and heating are well-maintained
- Daily disinfecting/washing/sanitizing of general areas
- Monthly cleaning and emptying of large suction unit
- Weekly cleaning of plaster traps, air filters and boil out screens
- Monthly change all roof filters, mill filters and clean air dryer system
- Clear parking lot and sidewalks of all debris (dirt, snow, etc.) as needed/requested
- Salt sidewalks and parking lots as needed during the winter months
- Overseeing building projects, renovations, or refurbishments
- Organize and maintain the Garage/maintenance area on a continuous basis
- Assist in loading/unloading of shipments to and from Dental Crafters Network (using forklift when needed)

JOB REQUIREMENTS

- High school diploma or equivalent
- Attention to detail and well organized
- Lifting 50-75lbs daily
- Proven knowledge of various maintenance equipment

EQUIPMENT USED

Drill	Measuring Tools	Vacuum Equipment	Powered Industrial Lift
Saw	Painting Supplies	Hammer	Ladder
Shovels	Janitorial Tools	Snowblower	Misc Hand/Powered Tools