



Job Opportunities: Facilities & Maintenance Supervisor

Location: Toluca, Mexico | FTEC Facilities

Position Summary:

This position is responsible for both: planning, implementing, and maintaining maintenance programs, managing the Site Facilities performance efficiently and effectively.

The Facilities Supervisor will lead and be the technical authority to develop and maintain a maintenance program ensuring compliance with Federal, State, and Local regulatory law. Facilities and Maintenance affairs, ensuring that site related projects and equipment are managed within budget.

The successful candidate will be a self-starting leader who enjoys the challenges of daily involvement with all functional departments.

Essential Job Functions / Responsibilities:

Job Function	Duties
Regulatory	<ul style="list-style-type: none">• Ensure compliance with all Maintenance Federal, State, and local statutory regulations.• Ensure that required Maintenance-related permits, authorizations, certificates are available, and authorities have been notified, as necessary in a timely manner.• Run and maintain all Maintenance recordkeeping and reporting requirements
Corporate	<ul style="list-style-type: none">• Ensure compliance with all Maintenance Emerson standards.• Network with peers at other Emerson locations as needed.• Perform other tasks as assigned by Corporate
Operations	<ul style="list-style-type: none">• Develop and ensure compliance with Operational Excellence protocols
Facilities & Maintenance	<ul style="list-style-type: none">• Plan, organize, implement, and manage activities, resources, and people for maintaining facilities equipment and infrastructure.• Will be responsible for facilities equipment, uptime through preventative maintenance and timely repair• Develop and manage an organization qualified to maintain all equipment and facilities in a safe and efficient working condition.• Execute an effective preventive maintenance program to minimize unscheduled down time• Repair and maintenance of facility to include but not limited to machinery, grounds keeping, HVAC (Heating, Ventilation and Air Conditioning), plumbing, (Mechanical, Electrical, Plumbing and Fire Protection) MEPF, and roof conditions• Manage the involved Subcontractors to achieve high standards of site services, while ensuring the site is well maintained & all necessary legal/building requirements are met



	<ul style="list-style-type: none">• Project Management & capital project control in relation to any office moves, equipment relocations, building & refurbishments• Manage suppliers to ensure that the best cost solutions are provided for the internal procurement of MRO inventory• Ensure FM Global compliance and standards are met• Maintain cleaning/hygiene standards regarding janitorial and gardening services
Continuous Improvement	<ul style="list-style-type: none">• Preserve professional and technical competence by pursuing related continuing education• Identify and work on improvements for Safety and Efficiency of facilities
Sustainability	<ul style="list-style-type: none">• Participate in and lead sustainability initiatives aligned with Emerson corporate sustainability objectives and goals (Greening in, greening of, greening with)

Professional Degree Requirements:

- Bachelor's degree in industrial, Electrical, Mechanical, Electrical, Electro Mechanic Engineering or relevant field is required.

Experience:

- 3+ years relevant Facilities supervision experience in an office or very similar environment.

Technical Knowledge Requirements:

- Experience with internal and/or external audits from regulatory agencies, consultants, or corporate staff
- Knowledge of federal, state, and local laws, regulations, rules, and codes regarding Facilities Maintenance
- Possess a high level of technical expertise, ability to apply skills to continuous process improvement while maintaining maximum levels of safety.
- Take initiative and make decisions based on known policies and procedures with minimal direction
- Possess excellent interpersonal/communication skills and can empower and influence others
- Experience in maintenance planning thorough Software or IT applications

Job Competencies:

- Action Oriented
- Communicates Effectively
- Courage
- Decision Quality
- Instills Trust



Para aplicar escanea el QR e ingresa con el siguiente código. **23013115**



Los candidatos interesados enviar su CV a
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