

## **Prospect Bank Facilities Manager Job Description**

**Job Title:** Facilities Manager

**Reports To:** EVP

**Prepared By:** Administrative Services

**Region:** All

**FLSA Status:** Non-Exempt

**Prepared Date:** May 2025

**Summary:** Perform preventative maintenance (PM) at all Prospect Bank Facilities. PM work includes general maintenance activities such as (but not limited to) HVAC filters, generator testing and maintenance coordination, building and grounds upkeep, moving of equipment, furniture, and files (including file cabinets). Essentially maintaining and improving physical space of a building, ensuring it meets safety and health standards. Working directly with vendors when the scope of work is outside area of comfort, as well as assist Information Technology department as needed.

### **Essential Duties and Responsibilities:**

- **Maintenance & Repairs:** Perform routine inspections, identifying maintenance needs, delegating tasks, and coordinating repairs
  - Painting, Power Washing, Changing of Light Bulbs, Changing of Filters, etc.
  - Minor repairs for furniture and fixtures
  - Furniture moves/relocations when required (including files/file cabinets)
- **Safety & Security:** Ensuring a safe environment, adhering to health and safety regulations
- **Vendor Management:** Scheduling inspections, coordinating repairs with contractors, and managing vendor relationships
- **Record Keeping:** Maintaining accurate records of maintenance, repairs and inventory of maintenance items
- **Assist Information Technology Department** with their guidance and support when required/needed
- Independent and timely travel to all Prospect Bank locations
- Respond to Bank Assist tickets for maintenance requests as input by branch staff/personnel
- Any other miscellaneous duties as assigned by supervisor

**Supervisory Responsibilities:** No supervisory responsibility

**Qualifications:** High School Diploma or GED. General mechanical and electrical understanding required. Basic IT skills for record-keeping and communication needed. Previous HVAC and/or Generator experience preferred.

Other skills: Attention to detail, Time Management, Problem-Solving, Communication, Organization Skills, Technical Skills, Safety Awareness