



Position Description

Facility Management Consultant

Classification: Exempt

Reports to: President

Summary: The Facility Management Consultant directs or assists in facilities maintenance and management programs, projects and systems. This position helps develop computerized maintenance management (CMMS) programs, including managing data collection and preparing reports. He/She supports clients in evaluating maintenance and management choices, auditing, capital planning including life cycle cost analysis and technical support of building operations and maintenance. This position provides risk management services to minimize the impact of price uncertainties. This position must have extensive experience with the implementation of MAXIMO or other leading industry CMMS programs.

Responsibilities:

- Conducts facility condition and sustainability assessments
- Conducts equipment/asset data collection, labeling, and bar coding
- Conducts visual inspections and prepares/validates equipment/asset inventories
- Formats asset/equipment templates for upload to MAXIMO
- Develops facility/equipment specific job plans, safety plans, and LOTO procedures
- Schedules work orders and performs manpower load leveling
- Develops, reviews and evaluates maintenance service contracts
- Performs energy analysis including consumption
- Performs cost analysis for capital planning and budgeting
- Identifies corrective actions and prepares cost analysis and paybacks.
- Prepares monthly status reports
- Sets up job files, working folders, and record keeping systems
- Maintain databases and spreadsheets for analysis and reporting
- Develop and maintains effective working relationships with external team members

Education: Bachelor's Degree, P.E. Preferred

Experience: Minimum 10 years' direct experience in facilities management and CMMS

Skills/Qualifications:

- Certification and membership in facilities maintenance organizations preferred
- Working knowledge of LEED eBOM
- Working knowledge of applicable codes and standards
- Proficiency of business tools i.e.: Database applications, MS Project, Excel, PowerPoint, Word, Visio, CAD, BIM, Energy Management
- Ability to manage multiple projects and multiple priorities
- Excellent written and verbal communication skills
- Ability to make decisions, work independently or with a team
- Creative and innovative thinker

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