

October 4, 2011

POSITION DESCRIPTION

Assistant Project Manager is expected to provide strong technical and programmatic leadership and to possess the required qualifications needed to perform project management, technical management, and facility support services in a Federal environment. Responsibilities include programming prioritized list of implementation schedule for all operations and maintenance programs.

PREFERRED QUALIFICATIONS

- Minimum of four (4) years of recent experience in facilities management.
- Experience in CMMS Systems (Corrigo or equivalent)

REQUIRED QUALIFICATIONS

- Ensure operations and maintenance requirements/job tasks are met, completed to customer satisfaction within budget and on time.
- Support the government in planning and evaluation of customer requirements.
- Provide oversight to ensure key performance measurements are collected and reported from each of the facilities areas.
- Develop emergency procedures and create and “essential” personnel ready team to assist in emergencies including but not limited to weather-related actions, mission critical activities and security incidents.
- Basic computer skills (MS Word, MS Excel, MS Project, PowerPoint and Google)
- Basic understand and familiarization with the following;
 - Building operations and management
 - Project management, related to facilities operations
 - Building codes
 - General plumbing, electrical, hvac, maintenance (i.e. carpentry, painting and masonry) and other general trades.

EDUCATION: Bachelor’s degree in related field preferred.

SECURITY: Applicant must be approved by DHS / FPS for FEDERAL clearance requirements.