

## **Lead Supervisor/ On-Site Supervisor (OSS) Position Description:**

### **PREFERRED QUALIFICATIONS**

- Minimum of four (4) years of recent experience in facilities management.
- Experience in CMMS Systems (Corrigo or equivalent)
- Qualified Universal CFC's Certification (Current)

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

### **Responsible for:**

- Planning and scheduling of staffing and work tasks in the facilities for which Engineer is responsible
- Assign Preventive Maintenance tasks and ensure their completion
- Assign "Duty Mechanic" schedule for CSD coordination
- Provide consultation resources for building engineers regarding operational and proactive issues
- Perform regular quality control inspections and documentation of Preventive Maintenance activities
- Identify and oversee pro-active facility enhancement tasks
- Review work progress and schedule staff overtime if needed to accomplish tasks on schedule
- Authorize purchase of safety equipment, tools, other equipment and operating supplies
- Schedule and perform quality control inspections of preventive maintenance and service calls
- Monitor specialized subcontractor performance
- Report potential facility threats to Project Manager
- Estimate and prepare work proposals
- Review daily and monthly logs to identify relevant trends, potential cost savings, and other opportunities
- Serve under Occupant Emergency Plan (OEP) as required