



Consolidated Business Services (CBS) has an opening for a full time **Facility Maintenance Supervisor**.

First in the West, only second in the nation. Consolidated Business Services provides efficient and economical outsourced partnerships for telecommunications operations, to create a shared resource model that is more cost effective.

The primary purpose of this position is: Providing support for buildings, grounds, and vehicles. CBS provides a unique opportunity to partner with a variety of telecommunication companies to deliver personalized services. These services may involve travel to various partner locations.

JOB DUTIES AND RESPONSIBILITIES:

- Responsible for all buildings, grounds and vehicles for CBS partner companies as well as building maintenance for tenants.
- Responsible for the overall successful management and leadership of the building maintenance staff including selection, training and development, performance management, appraisals, coaching, and wage actions to ensure company objectives are met
- Coordinate work with approved vendors for large projects – creating scope of work, getting bids, and overseeing to satisfactory completion.
- Oversees the other building maintenance staff in responding to requests for supplies, ensuring that adequate levels of copy paper, bath/kitchen items, and janitorial supplies are maintained in work areas.
- Conduct building repairs as needed
- Acts as point of contact for tenants for building maintenance and or building alarm systems. Will be required to respond to afterhours calls for tenant building alarms
- Design and develop plans for projects; use internal and external resources to maximize cost effectiveness.
- Assist in budget forecasting.
- Maintains inventory for building maintenance
- Responsible for the coordination of scheduled maintenance, repairs, inspections, registrations, cleaning, etc. for all fleet vehicles, including forklift.
- Ensure maintenance department meets local building codes and follows safety protocol
- Partner with a variety of telecommunication companies to deliver and implements procedures with consistent applications that are shared throughout the partner companies.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

JOB REQUIREMENTS:

- The ideal candidate will have 2-5 years previous experience in property maintenance and management/oversight or general construction experience or equivalent experience in construction or other related fields required.
- High school diploma or equivalent
- At least one-year supervisor experience.
- Excellent listening, written, and verbal communication skills.
- Skilled in use of hand and power tools and equipment.



We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record.

The CBS team is committed to; Collaboration- We will foster a genuine and respectful workplace where everyone feels valued and acknowledge. **Balance** – We will grow together through strong relationships with each other and our partners. **Service-** We will encourage an environment of innovative thinking and create efficiencies to deliver outstanding service to our partners. If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to jobs@cbsoregon.com or fax 503-263-9399. For more information about us, please visit <http://cbsoregon.com/>