

Janitorial Project Manager

Position Title: Janitorial Project Manager

Location: Towson, Maryland

Job Type: Full Time

Anticipated Salary (Commensurate w/ Experience): Up To \$65k

Language Required: English Written and Spoken

Position Description:

Manage a mobile janitorial crew in a cost effective manner by establishing and applying sound management policies pertaining to the organization, customer relations, planning, cost control, and work flow. Responsible for recruitment, training, management, and supervision of all personnel assigned at the contract site. Responsible for insuring that work is performed to specifications of the contract. Responsible for maintaining equipment and supplies. Maintains reports and records as required.

Oversees all facilities or location to include, but not limited to the following:

- Manages the administration and delivery of various facility's complete janitorial program
- Establishes, maintains and promotes an on-going work responsive relationship with the management staff of our clients
- Have working knowledge of budget analysis, labor distribution, field reports, and other pertinent records
- Have working knowledge of opening, closing, and securing all facilities
- Develops and implements methods, procedures and workflow efficiencies
- Conducts building walk-through with supervisors daily and complete facility inspection reports
- Conducts daily checks of maintenance closets and equipment for safety and cleanliness
- Ensures proper use of supplies and equipment through the training and development of supervisors and associates
- Be able to operate all types of cleaning machinery and equipment
- Adheres to company guidelines for discipline and termination procedures
- Interacts with subcontractors and outside vendors
- Monitors facility supply orders
- Monitors the scheduling of associates to ensure that each facility is within budgeted hours
- Ensures that all locations are properly staffed daily by monitoring the clock system
- Ensures that associates are adhering to company policies and procedures
- Completes special projects or additional duties as required
- Must be available twenty-four (24) hours a day

Qualification Summary:

- Minimum of 3 years facilities management in the janitorial industry or
- Minimum of 2 years from an accredited college or university
- Must possess comprehensive knowledge of facilities management and operations, janitorial management procedures

- Excellent written and verbal communication skills
- Must have the ability to clearly communicate effectively and tactfully with customers, subordinates, and management of all levels within the organization
- Must be responsible and have the ability to motivate workers
- Strong proficiency in Microsoft Office required
- Must have excellent analytical and supervisory skills; strong time management, project management, and critical thinking skills; and strong leadership and interpersonal skills
- Ability to adapt to a fast-paced and changing work environment
- Ability to prioritize and organize work related tasks and special projects
- Strong attention to detail and ability to meet deadlines
- Strong organizational skills and multi-tasking abilities

Physical Demands:

- Ability to work flexible hours.
- Ability to lift and maneuver up to 70 pounds.
- Ability to operate manual and mechanized equipment.
- Full range of motion.
- Ability to stand, squat, bend, twist, crawl, kneel, climb, reach above shoulders.
- Ability to maintain continuous walking, standing, bending or stooping for extended periods of time.
- Ability to communicate effectively in both oral and written form
- Sight required to visually inspect work site.
- Ability to operate a motor vehicle.
- Ability to hear and respond to internal paging system and warning devices.

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 70lbs.

Work Environment

Work is for the most part performed in an indoor climate of average daily seasonal temperatures. Outside work is subject to varying seasonal temperature Employee may be exposed to odors, chemicals, product spills, dust, loosened wax or water.

Supervisory Responsibility

This position will supervise management & employees.

Travel

Travel to various worksites in Baltimore County will be required.

Benefits

Excellent benefits offered. Free parking. Casual attire. Salary is commensurate with experience, training and education.

About Brooks & Brooks Services, Inc.:

Brooks & Brooks Services is a resourceful team that delivers results our customers require to improve performance and accomplish the mission for greater operational success. Through our approach we provide our customers world-class analysis, service and insight to solve problems and consistently meet the demand with measured outcomes. Brooks & Brooks provides a diversified portfolio of services to federal, state and local government and to various commercial sectors. We provide facilities management and maintenance services, managed engineering services, professional consulting services as well as water treatment services.

Applying

If interested complete & submit online application located at <http://www.brooksandbrooks.com/chemical-testing.html> to careers@brooksandbrooks.com