



Job Description

POSITION TITLE: Facilities Manager

LOCATION: Albany, Auckland NZ

REPORTS TO: Chief Operations Officer

DATE: 15/06/2018

SCOPE OF THE ROLE

The facilities manager will ensure that the EROAD Locations across NZ always run to an exceptional standard. They will have over-sight of all EROAD's offices, facilities, storage and factory sites in NZ.

This position will ensure that all sites are maintained to an exceptional standard, and that any repairs are done quickly and efficiently.

With a view to ensure we have an environment that supports high-performance, and promotes EROAD's culture and values.

Ensure that the EROAD Auckland offices and sites are run smoothly, well presented and always maintained.

Ensure that all EROAD offices and sites reflect the positive culture of EROAD and helps to ensure a work environment EROADers are proud of.

RESPONSIBILITIES

With a focus for continuous improvement, and embracing change the responsibilities for the Facilities Manager will include:

- Ensure all fleet vehicles are compliant on servicing, WOF, and rego.
- Organising the vehicle fleet registration renewals.
- Organise the fuel card renewals.
- Organising AA membership for the company fleet and keeping track of changes.
- Organising the process for a new vehicle into the fleet – insurance.
- Organising the disposal of old vehicles from the fleet.
- Organising equipment for vehicles.
- Maintain register of drivers, vehicles and cards.
- Ensure warranties for equipment are maintained.
- Ensure vehicles being disposed of all have kit removed and ehubos taken out.
- Ensure Contractors comply with safety and wellbeing requirements.
- Liaise with security company and ensure optimum security for EROAD offices and sites (May include on call element).
- Involved with office update projects and working closely with project managers as needed.



- Act as the main contact for EROAD with regards to the office lease company.
- Assists with planning, and relocating teams/departments within the offices in coordination with IT team.
- Orders and manages the delivery of all office furniture and equipment, and ensures all office furniture and equipment is maintained at an optimum standard and replaced as required.
- Works to ensure that all EROAD functions/events are run smoothly and the environment is suitable.
- Manage the cleaning contract.
- Set up office or facilities for customer events and ensuring everything is returned to normal afterwards.
- Ensure landlord complies with any lease requirements including washing of windows etc.
- Conduct minor repairs as and when required.
- Be responsible for the storage and archive facilities.
- Review and respond/escalate S&W JIRA tickets related to the facilities.
- Liaise with the US team on facility issues for their operations.
- Support and manage issues for Eroad facilities in Auckland, Christchurch and Hamilton.
- Meeting and managing contractors for EROAD or the landlord
- Organising the disposal of old vehicles from the fleet.
- Organising equipment for the vehicles.
- EROAD liaison for the building work that is going on with Mitre 10, and other contractors.
- Coordinating with IT team on the movement of IT equipment when office moves are required.
- Dealing with the landlord on building issues that may arise. (ie: car parking lighting; fire and smoke alarm, car park sealing repairs, etc).
- Managing the waste contract with Gorilla for bin and recycling services for head office and the offsite warehouse.
- Managing the building's fire extinguisher maintenance contract;
- Managing the recycling contract for the waste electronics from the factory.
- Responding to employee issues on the building (ie. air conditioning complaints, blocked toilets, equipment that needs repairing etc).
- Security phone contact for alarms not being set on time;
- Dealing with construction contractors for the server room AC, electrical switchgear, transformer, car park barriers; planning construction work that generates noise or vibration.
- Manage the 'working from home' facilities.
- Ensure the office is kept clean and tidy
- Maintain a register of key contractors
- Organising contractors for offsite warehouses:
 - Waste and recycling
 - Fire extinguishers
 - Repairs



	<p>Health & Safety:</p> <ul style="list-style-type: none">• Safety & Wellbeing is a key aspect of this position. The Facilities Manager will:<ul style="list-style-type: none">○ Ensure that all EROAD sites follow and comply with EROAD's Safety & Wellbeing Policy.○ Works closely with EROAD's Health & Safety Stakeholder Manager.○ Look at ways to implement continuous improvement to S&W and site maintenance.○ Is proactive with regards to all S&W matters, including S&W reporting and assisting to rectify risks and hazards.
COMPETENCIES	<ul style="list-style-type: none">• Excellent organisation skills – experience in working in a facilities position with multiple sites.• Able to manage multiple projects.• Proven experience in office management.• Customer-centric• Communicates effectively• Resourcefulness• Proactive with strong problem-solving capability• Focussed and detail orientated• Care about employees and their working environment.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Highly motivated the Facilities Manager will ensure that that EROAD offices and facilities are an environment which ensures efficiency.• Enjoys promoting Safety & Wellbeing and understands the importance of having facilities which provide an optimum work environment for employees. Takes pride in maintaining a great office environment.
REQUIRED EXPERIENCE	<ul style="list-style-type: none">• At least 5 years' experience in all facets of facilities management typically stemming from a solid administrative and/or technical background.

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative product development environment.

EROAD is in a “high growth” mode. There will be times when the role will be required to complete tasks outside those mentioned above because this role will have the relevant skills and may have higher availability than other team members.