



Job Description Facility Manager

1.0 INTRODUCTION

- 1.1 This Operating Procedure establishes and describes the responsibilities, including accountability, duties, and reporting relationships for the position of Facility Superintendent at C-Dive, LLC
- 1.2 The Job Description includes the performance criteria for the position.
- 1.3 It also states the Job Requirements as required by the American with Disabilities Act; refer to Section 3.0.

2.0 BASIC FUNCTIONS:

- 2.1 The basic function of the position is to enforce the quality and quantity of employee's workmanship performed in the facility in accordance with the company's plans, specification, policies and procedures.

3.0 REQUIREMENT OF THE JOB:

- 3.1 The physical demands of the position are listed in accordance with the requirements of the ADA; as:

3.1.2 Body Positions:

- 3.1.2.1 Standing Two-thirds (2/3) and more of the time.
- 3.1.2.2 Walking Two-thirds (2/3) and more of the time.
- 3.1.2.3 Sitting/Prone Up to two-thirds (2/3) of the time.
- 3.1.2.4 Talking/Listening Up to two-thirds (2/3) and more of the time.
- 3.1.2.5 Use of Hands Two thirds (2/3) and more of the time.
- 3.1.2.6 Climb/Balance One-Third (1/3) and more of the time.
- 3.1.2.7 Stoop/Kneel Up to one-third (1/3) of the time.
- 3.1.2.8 Reach with Arms Two-thirds (2/3) and more of the time.

- 3.1.3 Body Movements: lifting and exerting force shall be required up to 50 pounds.

- 3.1.4 The senses, which are necessary for the successful performance of this position, are:

- 3.1.4.1 Close Vision and ability to adjust focus.

3.2 MENTAL REQUIREMENTS:

- 3.2.2 Fluency in the English language (read, write, and speak) is required as the majority of customers, vendors, suppliers, and subordinates communicate only in that language.

3.3 EDUCATIONAL REQUIREMENTS:

- 3.3.1 Required: Rigger, Forklift, HAZWOPER and Crane Certified; TWIC card required. Preferred: 5 + years or more facility management experience.

- 3.4 Working conditions of the area in which the Facility Manager shall perform his/her duties are located on land with extensive outdoor assignments.



4.0 REPORTING RELATIONSHIPS:

- 4.1** This position reports directly to the General Manager; Shipping/Receiving Clerks and facility equipment operators report to this position.

5.0 RESPONSIBILITIES AND DUTIES:

The principle responsibilities and duties of this position shall consist of, but not limited to the following:

- 5.1.1** Ensures all labor cost are fully and accurately documented and reported for timekeeping and job cost purposes.
- 5.1.2** Ensures all pertinent safety regulation signage are properly displayed on the facility and all personnel and visitors on the facility are properly trained.
- 5.1.3** Ensures an emergency action plan is formulated for each facility/yard under his/her direction and all personnel on the facility are properly trained.
- 5.1.4** Ensures all company facility tools, equipment, and materials are properly maintained and safeguarded;
- 5.1.5** Ensures the direct labor work force is properly trained and capable of performing the work tasks assigned.
- 5.1.6** Ensures the facilities under his/her control are kept clean, neat and orderly.
- 5.1.7** Ensures the shipping and receiving functions of the facility are properly executed in accordance with company policy and procedures.
- 5.1.8** Maintains communications with project managers, or designated authority, on scheduling of the shipping, storage and receiving of materials.
- 5.1.9** Provides dock-side services as directed by C-Dive vessel leaders.
- 5.1.10** The Facility Manager will be held accountable for managing the recommendation of corrective action for all negative performance variances; in addition to responsible for managing all aspects of the facility activities.

6.0 MEASURES OF PERFORMANCE:

- 6.1** Level of dependability and availability.
- 6.2** Follows instructions from the General Manager.
- 6.3** Knowledge of working as a Facility Manager.
- 6.4** Overall attitude while performing job duties.
- 6.5** Projects completed on schedule.
- 6.6** Job, contract and/or work in process profitability is maintained within company goals and objectives.