



## **JOB DESCRIPTION**

**Position Title:** Facilities Manager  
**Supervisor's Title:** EVP | Chief Administrative Officer  
**Employment Status:** Exempt

### **CORE VALUES**

- Committed to making a difference in every interaction, every day
- Relationship driven with customers and staff members
- Demonstrated trustworthiness and integrity
- Hold yourself to a higher standard and demand excellence
- Be responsive and willing to do whatever it takes to get the job done

### **Position Summary:**

The role of facilities management is to verify that all locations are operating properly and that vendor services are aligned with the bank's strategic vision. A Facilities Manager needs to perform strategic planning and day-to-day operations, specifically in relation to buildings and premises.

### **Prerequisites:**

- Five years' experience managing multiple facility locations, preferably in a customer-facing, retail space.
- Demonstrated ability to work independently.
- Background in community relations is preferred
- Dedication to teamwork and long-term commitment to success.
- Experience in Business Continuity Planning

### **Essential Duties and Responsibilities:**

- Arranging for all important inspections, approvals and licenses and paying all associated fees and costs.
- Maintain safety and security; monitor access; maintain appearance and overall environment of the organization and facilities.
- Developing and administering the policies of the facilities.
- Developing and administering a Business Continuity Plan
- Preparing, maintaining and submitting reports to Executive Management.
- A stable financial position should be maintained for the operation of the facilities.
- Exercising sound fiscal management practices.
- Management and execution of relationships with vendors, including but not limited to:
  - Procurement, Design and contract management
  - Managing and Maintaining Buildings and grounds
  - Vending Services to include water and coffee supplies
  - Cleaning Services
  - Health and safety supply and/or inspection
  - Utilities and communications infrastructure
  - Space management
  - Security Services

### ***Physical Demands***

- The employee is occasionally required to raise objects up to 50 or more pounds from a lower to a higher position or moving objects horizontally from position to-position with, and/or to bend body downward and forward, extending hands and arms in any direction to access files.
- Consistent use of a computer and other office machinery is required, such as a calculator, copy machine, and computer printer. Making substantial and repetitive movements (motions) of the wrists, hands, and/or fingers.
- Close visual acuity is required to perform activities such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading.
- While performing the duties of this job, the employee is regularly required to communicate verbally to clients and vendors.
- The person in this position must stay awake and alert during assigned work time.

*Management reserves the right to add/change duties and job requirements at any time. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will". Bank of Southern California (Bank) is an Equal Opportunity Employer (EEO). It is the policy of the Bank to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Bank will provide reasonable accommodations for qualified individuals with disabilities.*