

# Job Title: Senior Supervisor, Facilities

## About us

### National Grid is hiring a Senior Facilities Supervisor in Wilmington, Massachusetts

Every day we deliver safe and secure energy to homes, communities, and businesses. We are there when people need us the most. We connect people to the energy they need for the lives they live. The pace of change in society and our industry is accelerating and our expertise and track record puts us in an unparalleled position to shape the sustainable future of our industry.

To be successful we must anticipate the needs of our customers, reducing the cost of energy delivery today and pioneering the flexible energy systems of tomorrow. This requires us to deliver on our promises and always look for new opportunities to grow, both ourselves and our business.

## Job Purpose

The Facilities Supervisor will be the single point of contact responsible for facilities management, assisting the Manager and the Property Services team with the delivery of quality facility management services for a portfolio of specific buildings including planning and oversight of operations, maintenance and repairs, mechanical, plumbing and electrical, building services, grounds, sidewalks and parking lots to ensure safe and productive facilities.

## Key Accountabilities

- Translate functional policy, business goals and objectives into processes and procedures that drive greater efficiencies for National Grid.
- Ensure compliance with SH&E (Safety, Health, and Environmental) and regulatory standards including corporate policies, procedures, and internal controls to ensure protection of assets and minimization of overall costs and risks.
- Monitor and control assigned resources, financial forecasting and ensure the operation of assigned facilities are delivered according to schedule and budget.
- Manage to key performance targets and financial budgets to optimize business performance in line with key objectives.
- Develop and recommend strategic facility management objectives for all assigned sites for incorporation into an enterprise-wide facilities strategy.
- Serve as an internal subject matter expert for a designated service or function such as HVAC, fire protection, life safety, structural or security and provide technical expertise throughout the facilities organization.
- Understand the overall workings of building assets and infrastructure and maintain an asset management plan that includes, but is not limited to:
  - Inventory of assets.
  - Condition of assets with a five-year outlook for replacement of end-of-life equipment.
  - Manufacturer specification maintenance schedule.
  - Audit-proof documentation of operating procedures.
- Utilize technology tools to manage day-to-day operations and to ensure the facility management teams performing the work achieve all preventive maintenance and work order completion performance targets.
- Conduct monthly budget analysis detailing current status, as well as projected outcomes, to maintain a cost-effective service and clear budget process.
- Create and manage annual operating and capital budgets for all assigned sites.
- Ensure any off-hours requirements and emergency work is properly resourced and responded to within defined service level response metrics.
- Maintain accuracy of all facility management related systems and documentation, such as work orders, preventive maintenance schedules and routines, floor plans, etc., pertaining to all assigned sites.
- Administer facility inspections for quality assurance on a periodic basis.
- Interact with key stakeholders and develop stakeholder relationships to understand their expectations and service needs.
- Update and support emergency actions plans and business continuity plans, and ensure all pertinent protocols are communicated to the right stakeholders.
- Support sustainability programs related to facilities services including, but not limited to, reporting of energy utilization and reporting, carbon reduction goals, etc.
- Manage the supply chain with respect to operational excellence, vendor management, and emerging trends or risks.

## Qualifications

- Bachelor's Degree in mechanical engineering, facilities management or related discipline, preferred.
- Five to eight years' overall experience in facilities or property management and specific experience managing union employees and union contractors.
- In-depth knowledge of facility management processes, procedures, and technology including CMMS, BMS, and CAFM/IWMS.
- Experience with process management and reporting on key performance metrics (KPIs).
- Detailed working knowledge of electrical/mechanical/plumbing/structural operating procedures, accident prevention rules and OSHA Regulations.
- Experience managing expense and capital budgets related to facility management operations.

## More Information

### Salary

\$93,000 - \$109,000 a year

### ***Salary commensurate with location and experience***

This position has a career path which provides for advancement opportunities within and across bands as you develop and evolve in the position; gaining experience, expertise and acquiring and applying technical skills. Candidates will be assessed and provided offers against the minimum qualifications of this role and their individual experience.

**National Grid is an equal opportunity employer that values a broad diversity of talent, knowledge, experience and expertise. We foster a culture of inclusion that drives employee engagement to deliver superior performance to the communities we serve. National Grid is proud to be an affirmative action employer. We encourage minorities, women, individuals with disabilities and protected veterans to join the National Grid team.**

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