

## Position Description

The employee is expected to adhere to all Company policies, procedures, and regulations.

|                        |   |                             |          |
|------------------------|---|-----------------------------|----------|
| <b>Date:</b>           | July 2020                               | <b>Grade:</b>               | F08_____ |
| <b>Position Title:</b> | Director of Facilities Management - FAL | <b>Position Code:</b>       | _____    |
| <b>Reports to:</b>     | HO CRE&F (US)                           | <b>FLSA Status:</b>         | Exempt   |
| <b>Department:</b>     | CRE&F                                   | <b>EEOC Classification:</b> | _____    |
| <b>Location:</b>       | Mobile, AL                              | <b>Siglum:</b>              | _____    |
| <b>Division:</b>       | Airbus Americas                         |                             |          |

**Position Summary:** *Ensure quality delivery of Facility Management Operations, project management and occupancy planning functions. Develops comprehensive and strategic solutions in support of business operations / objectives across the organization through strategic application of corporate facilities knowledge, resources and influence.*

### Primary Responsibilities:

#### 1. Operational Services Management

- Work with HO Corporate Real Estate & Facilities and site leadership to develop strategies and deliver manufacturing, office and warehouse space activities in support of business priorities and to meet or exceed KPI's & metrics
- Ensure customer satisfaction at all levels in the organization; demonstrate leadership responsiveness and creativity
- Ensure integration of FM technology platforms and processes across sites to ensure seamless delivery to customer and drive one-team mentality
- Work across operations to understand project requirements, ensure professional management of all facilities-related projects to include standard project management process and deliverables

#### 2. People Management

- Responsible for team, site and vendor management, including staff development, staff succession planning, growth plans, actionable and measurable career development plans
- Foster a proactive environment of teamwork, cooperation and transparency / develop a culture of continuous improvement
- Act as a role model across the organization with behaviours consistent with Airbus values
- Support individual performance management program, employee development planning process and provide coaching, leadership and guidance to employees

#### 3. Financial Results

- Prepare, submit and manage facility budget(s) with customer goals and objectives addressed, variances and recovery process
- Deliver on site operational and capex budgets, including delivering contractual savings targets, measured by achieving annual and project budget targets as prescribed
- Work in cooperation with Finance and Procurement to ensure timely delivery of all services across the site, aligned with financial targets
- Work closely with customers to develop and implement innovative programs and processes that reduce short/long term operating cost efficiencies and increased productivity

The Company reserves the right to revise, change and/or modify job duties, responsibilities or working conditions as the need arises, with or without advance notice. Employment with the Company is at-will. This position description and the statements contained within it do not create any contractual rights between the Company and its employees, either express or implied.

## 4. Compliance/Safety

- Provide overall facility services in accordance with standard processes and procedures including application of policies, program requirements and coordination of information
- Ensure areas and processes are in optimum conditions for audit readiness and compliance
- Ensure compliance with portfolio wide initiatives and required local, state and federal laws and regulations that pertain to the operation of the site
- Promote safety culture across site including with customer, staff, subcontractors, suppliers and vendors / Supports EHS program requirements

### **Additional Responsibilities:**

Execute additional job duties as requested, including but not limited to cross function and cross division cooperation, information analysis and reporting.

### **Qualified Experience / Skills / Training:**

#### **Education:**

- Bachelor's Degree

#### **Experience:**

- 10+ years Facilities Management progressive experience required with 3-5 years in leadership roles
- Leadership in manufacturing space required

#### **Licensure/Certifications:**

- CMRP, CFM preferred
- Working knowledge and application of OSHA, ISO, NFPA, ANSI and ADA standards required. General knowledge of FAA, EASA and ICAO preferred.

#### **Knowledge, Skills, Demonstrated Capabilities:**

- Strong leadership and relationship building skills
- Strong interpersonal skills and problem-solving ability
- Proven record of providing excellent internal and external customer service
- Knowledge of standard business and accounting practices

#### **Communication Skills (Spoken, Written, Influencing, Proficiency in Other Languages):**

- Excellent verbal/written communication and presentation skills

#### **Technical Systems Proficiency:**

- Working knowledge of all building systems, CMMS

#### **Travel Required:**

- Approximately 10% depending on customer and departmental needs

#### **Eligibility:**

- Authorized to Work in the US

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**Clearance:**

- None

**Decision Making, Complexity:**

- Independent decision making often within financial targets – OP and CAPEX
- Stakeholder management complex – site, cross-department, divisional, international parent, local airport authority

**Organizational information:**

Reports to HO Corporate Real Estate & Facilities. Department includes 7 FTE and large outsourced staff.

**Job Dimensions, Contributions to Success:**

- Responsible for facility infrastructure, buildings, land management and contractual obligations
- \$40M site(s) budget
- Service output has direct effect on all operations at site

**Nature of Contacts:**

Involved, negotiation type communication on a daily basis with internal and external parties

**Physical Requirements:**

Able to carry documents, tools, drawings and electronic equipment up to 30lbs. Able to lift documents, tools, drawings, electronic equipment up to 30lbs. Able to push/pull small office furniture and some equipment and tools. Able to sit for long periods of time in meetings, working on a computer.

**Equal Opportunity:**

Airbus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Airbus is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

As a leader in our field, Airbus provides relocation assistance for qualified positions and a comprehensive compensation and benefits package. As a matter of policy, Airbus does not sponsor visas for US positions unless specified. Only applicants with current work authorization will be considered. Airbus does not offer tenured or guaranteed employment. Employment with Airbus is at will, meaning either the company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

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## Position Description Approval

**Department Approval:**

**Date:**

**HR Approval:**

**Date:**

### BELOW FOR HR USE ONLY

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HRBP's REMOVE ALL INSTRUCTIONAL NOTES BEFORE UPLOADING INTO APPLICANT PRO JOB TEMPLATE (Notes are in *italics*).

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