

Winslow Automation, Inc. / SIX SIGMA, an industry leader in electronic component soldering and other packaging services, is seeking a creative, mechanically inclined and quality conscious individual to join our team in Milpitas, CA.

We are currently hiring **Facilities Manager**

Primary Responsibilities:

- Oversees the coordination of building space allocation, layout and facility expansion.
- Plans, budgets and schedules facility modifications, including:
 - Analyzing cost estimates from outside vendors.
 - Managing any request for proposal process with outside vendors.
 - Securing and renewing all applicable building permits.
 - Inspects construction and installation progress on all construction projects.
- Initiates planned maintenance programs for all company building(s) and equipment, including:
 - Coordinating system and equipment repairs in a timely fashion and continuously monitoring the performance.
 - Maintaining adequate parts and tool inventory.
 - Performing equipment audits and record taking policies.
 - Manages preventative maintenance of facility building and equipment, including HVAC, electrical wiring, plumbing, office equipment and production machinery.
- Oversees the maintenance of the property grounds, including parking, landscaping and building exterior.
- Proposes an annual budget for the Maintenance department for review and approval.
- Submits monitors and follows up on any property insurance claims.
- Oversees, directs and supervises our maintenance team.
- Responsible for the environmental health and safety procedures of the company in accordance with EN-1001.
- Ensures the development, implementation, compliance, audit and updating of environmental programs and plans.
- Trains and/or ensure training of personnel and approves certifications .
- Serves as an emergency response team member.

Job Requirements:

Education: BA/BS degree in Plant Engineering, Construction Management, Mechanical Engineering or similarly related fields.

Experience: Minimum of 5 years' experience in facility management role; 3+ years' experience in supervisory role.

General Requirements:

- Required to be a person authorized to work in the United States (i.e. citizen, permanent resident, etc.)
- Broad knowledge of all environmental health & safety procedures, principals

and regulations.

- Strong business acumen, with strong understanding of manufacturing processes & relationship to overall business goals and objectives.
- Able to read and understand complex electrical, mechanical and automation systems
- Solid understanding of the technical theories that provide the basis of the lab equipment functionality
- Working knowledge of microelectronics packaging, lead finish, solders, solder defects, and fluxes a plus
- Working knowledge of mechanization, robotics, and electro-mechanical equipment a plus
- Mechanically inclined
- Technically astute
- Effective, logical problem solving skills
- Experience writing clear, concise, and accurate technical reports
- Effective interpersonal skills
- Skilled in effective organization and project management
- Detail-oriented
- Fast learner, self-motivated, and accomplishment driven
- Works well under pressure
- Skilled in safe chemical handling procedures
- Skilled in use of MS Office computer applications {Word, Excel, Outlook, PowerPoint}
- Skilled in use of general office equipment (multi-line PBX phone, voice mail, scanners, faxes, copiers)
- Valid Driver's License {C Class} with a clean motor vehicle report {MVR}; automobile in good operating condition and on-going proof of insurance required
- Experience or ability to train others
- Experience with OSHA regulations and requirements.
- Knowledge of and experience in application of AS9100 or ISO 9000 a plus and agency auditing protocols
- Multilingual in Spanish, Cantonese, Japanese, French, or Tagalog a plus Physical Attributes Required:

Physical Attributes Required:

- Sitting, standing, walking, and computer use up to 8 hours/day
- Physical ability to lift 25+ pounds, climb ladders, and stoop routinely

Employees enjoy:

- 401(k)
- Profit Sharing
- Medical, Dental, and Vision Insurance
- FSA (Flexible Spending Account)
- Life Insurance and Long-term Disability
- Paid Holidays & FTO (Flexible time off)

Email resume to hr1@solderquik.com. You may also come in to fill out an application at 905 Montague Expressway Milpitas, CA 95035; or visit <http://www.winslowautomation.com>.

This position requires handling of product or information which is subject to ITAR regulations. Applicants must be either a U.S. citizen, U.S. Permanent Resident (i.e. a Green Card Holder), Political Asylee, or Refugee.