



Position Type: Facilities Foreman/Handyman
Redlands Airport, CA (REI)

Job Description:

The facility Foreman/Handyman is responsible for performing facility maintenance and general contractor projects through company. This position requires a high level of expertise in general (construction, plumbing, and electrical) maintenance, regulatory compliance, personnel management, policies, government permitting processes, and department standard operating procedures. This facility position promotes a team atmosphere by closely working together with all other departments, parts and retail suppliers, approved service providers, government representatives, and sub-contractors.

Qualifications Required:

- Maintenance management, electrical engineering, plumbing, construction or remodeling, landscaping, carpentry, etc. (preferred).
- Efficient in the use of electronic or paper-based manuals, schematics, drawings, and able to navigate through vendor data (preferred).
- Ability to apply creativity and problem-solving skills to repairs, initial set-up, modifications or remodels, and special projects.
- Strong interpersonal and communication skills, including written, oral, and active listening.
- Must be a team player with excellent crew resource management skills and strong leadership.

Duties and Responsibilities:

- Establishes and maintains a positive working relationship as liaison between company, clients, and government regulators with responsibility for all HP Helicopters facilities.
- Ensure that the department is properly organized to fulfill responsibilities in accordance with internal and external (regulatory) requirements.
- Conduct inspections, repairs, and modifications, including new construction or renovations on hangars, residential and commercial buildings, grounds and company-owned property, shops, garages, utilities, and any auxiliary structures (permanent or temporary) in accordance with specifications the authority having jurisdiction over the facilities with coordination of Management regarding approved procedures and quality control standards in compliance with all applicable government regulations.
- Oversees and performs work orders for the safe and successful completion of assigned tasks including facility repairs, electrical engineering, brick and mortar construction, carpentry, plumbing, concrete and tile work, hangar, and facility cleaning, etc.
- Plans and prepares maintenance or repair estimates to determine the scope of work and personnel or subcontractors (if required).
- Ensure that all facility maintenance and shop/hangar-related work is accomplished with the highest regard to safety and quality of workmanship, including the monitoring of required permits or approvals.
- Manage all facility inspections required by applicable city, county, or CA state departments in accordance with company SOPs.
- Uses a systematic approach with determination to achieve high quality results.
- Ensure all maintenance, construction, inspection, and other related tools and equipment are in good working order.
- Maintain close liaison with the President and Upper Management to provide up to date project status reports and pending issues.
- Report any unsafe conditions to Management, including Safety Manager, ensuring all incidents are reported in a timely manner.

Salary/Benefits: We offer a competitive salary commensurate with experience plus bonuses and the following benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Salary Range: commensurate with experience

Relocation: Negotiable

Travel: Variable

To Apply: Please include a cover letter and copy of your resume.

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