



February 7, 2007

Facilities Specialist

Description:

The candidate's primary function will be to support the facilities management team in performing the tasks required to maintain a reliable data center environment and assist in the execution of the business plan. The work will include interaction with vendors, contractors and UPS personnel in order to schedule and complete work at the facility. Develop cost breakdowns, spreadsheets, bid packages and all necessary documentation to support projects. Process purchase orders and invoices as well as other associated work through the accounting system. Perform audits and miscellaneous work related to the data center and office facilities and take necessary corrective action to all deficiencies. Perform analysis and research of equipment failures\breakdowns. Assist site Foreman in developing technicians work dispatch and data input for MAXIMO. Work in a team environment using the team input and knowledge to prioritize job importance and gather data to complete dispatch. The candidate should have an overall understanding of the Facillitie Group' responsibilities to UPS, procedures and tasks associated with performing maintenance of the Data Center infrastructure and related equipment. Exposure to Data Center reliability issues and concepts, contract administration and the project development process.

Skills

The candidate should have 2-3 years working knowledge of the Microsoft Office Suite.

Education

Bachelors degree in Mechanical or Electrical Engineering required.

BASIC QUALIFICATIONS:

Do you have a Bachelors degree

Do you have any relatives who work for UPS or any of its Subsidiaries?

Are you a U.S. Citizen or National of the U.S., an alien lawfully admitted for permanent residence, or an alien authorized to work in the U.S. for this employer?

Offline - via URL

(<https://ups.managehr.com/screening/?jobreqid=3113&src=2065>)