



<b>Functie:</b>	<b>Team Lead Building Management</b>		
Klant:	Kantoor- en lab omgeving	Start:	1-12-2024
Aantal uur:	32 - 40 uur	Eind:	onbekend
Locatie:	Utrecht	Reageer voor:	Z.s.m.
Soort:	Interim		

## Job description:

As the Team Lead for Building Management, you are responsible for coordinating and optimizing technical and structural management and maintenance within our office and laboratory environment. You lead a team of building managers and ensure a safe and well-maintained working environment that meets the high standards of our users. In this role, you organize daily facility management and maintenance tasks, collaborating with internal departments and external partners to effectively manage the operational function of our facilities.

## Responsibilities and duties:

### Leadership and coordination

Oversee the daily management of building managers and maintenance staff, ensuring clear task allocation and adherence to quality standards while promoting staff development through on-the-job coaching.

Act as the main point of contact for the team for inquiries, escalations, and updates, ensuring clear communication with other departments. In cases of escalation, ensure timely reporting to your manager.

### Maintenance and management tasks

Coordinate periodic inspections and maintenance for both office facilities and laboratory systems (e.g., climate control, building management systems, emergency showers, plumbing, etc.).

Plan annual maintenance tasks effectively and monitor progress to ensure completion on schedule, within budget, and in compliance with contracts.

Ensure team members are adequately trained and knowledgeable to carry out minor maintenance tasks internally.

### Energy and environmental management

Monitor energy consumption in offices and laboratories and work with the team to develop proposals for energy-saving measures.

Provide reports on energy consumption, deviations, and optimizations to management and advise on sustainable solutions.

### Relation management

Support the team in maintaining positive relationships with users and key stakeholders, handling escalations, and ensuring high user satisfaction. Timely communication and effective handling of inquiries and requests are essential.

Responsible for informing users about planned maintenance and disruptions that may impact their work.

### Coordination and communication

Manage relationships with suppliers and subcontractors for maintenance and management, ensuring safe execution of tasks in accordance with established standards.

Ensure smooth communication with laboratory users and act as the point of contact for building managers in this process. Coordination with the Lab Management team is required in certain cases.

### Problem solving and incident management

Support the team in troubleshooting and handling incidents, ensuring timely and effective resolution.

Conduct risk assessments and develop improvement plans to prevent future disruptions.

Ensure complete documentation and reporting of incidents and maintenance activities in the system (ServiceNow) to support process improvements. The team leader distributes tasks among the building managers and schedules

tasks based on the annual plan.

### **Compliance and safety**

Ensure compliance with all relevant laws and regulations, including specific requirements for laboratories, such as hazardous materials management, legionella management, and VCA safety.

Responsible for work permits, including safety requirements for suppliers working in laboratory environments, and oversee compliance with protocols, such as lab rules and safety instructions.

### **Availability and flexibility**

Ensure adequate scheduling for emergency service shifts and actively participate in after-hours emergency services to ensure continuity of building management.

### **Required skills and competencies**

- Minimum MBO+/HBO working and thinking level in technical, building management, or laboratory technology, including VCA-VOL certification.
- At least 5 years of experience in a similar role in an office or laboratory environment, with experience in leadership and technical management roles.
- Strong organizational, problem-solving, and communication skills.
- Proficiency in Microsoft Office, Excel, Teams, Outlook, and maintenance management systems.
- Good command of the Dutch and English languages, both written and spoken