

## Global Facilities Manager

*Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking a Global Facilities Manager who possesses a unique blend of skills and attributes to effectively oversee and optimize the infrastructure that supports an organization's global operations. Qualified candidates will excel at collaborating with stakeholders across various departments and global locations, to ensure facilities services meet the needs of the entire organization.*

- **Located in Houston**
- **Nominally 8:00 a.m. – 5:00 p.m. Monday to Friday (additional hours as needed during weekends and evenings)**
- **Full-Time position**

### **The Company**

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialized data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

### **Key Responsibilities and Accountabilities**

The Global Facilities Manager provides support to the enterprise by ensuring that the workspaces are safe and functional by maintaining and overseeing the company's grounds, buildings, and equipment. The role coordinates building leases, regulatory permits, power systems, security systems, telephone systems, and emergency preparedness. In addition, the role is responsible for purchasing equipment and the logistics of related equipment and services and works under the direct supervision of the Chief Information Officer.

### **Key Responsibilities:**

- Plan and coordinate all installations (telecommunications, heat, electricity, security, major equipment systems) and refurbishments.
- Perform routine maintenance on facilities, making repairs where needed, and coordinating with vendors, service providers, and local management where necessary.
- Ensure proper physical security measures are in place, collaborating with local management and security system vendors.
- Ensure all jurisdictionally required permits are in place and maintained current.
- Negotiate agreements and procure services and supplies to support the operation.
- Prepare facilities for changing weather conditions, coordinating with local management as necessary.
- Collaborate with building owners and local management for global facilities needs.
- Review utility consumption and strive to minimize costs and carbon footprint.
- Develop and maintain financial and non-financial records of facilities and systems to aid in the annual budgeting process.
- Plan and coordinate shipments of equipment between facilities to ensure projects stay on schedule.

**Skills Required:**

- Proven experience as a facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Excellent organizational and leadership skills
- Good analytical/critical thinking skills
- Excellent verbal and written communication skills (English)
- Knowledge of basic accounting and finance principles
- Strong Project Management skills
- Familiar with the use of Microsoft Office software

**Required Education and Experience**

- High-school diploma or equivalent.
- Multinational facilities management experience.
- Trouble shooting experience with HVAC systems, Generators, Industrial UPS systems.
- Experience maintaining electro-mechanical systems and electronics repair.
- Sourcing and procurement experience.
- International shipping experience.

**Supervisory Responsibilities:**

This position currently has no direct supervisory responsibilities. The position works with local management to secure internal resources for minor tasks and oversees vendors and service providers for major tasks.

**Work Environment:**

This job operates in both a professional office environment and hardware department. This role routinely uses standard office equipment such as computers, phones, and photocopiers. It also includes enterprise-class IT/infrastructure equipment such as network switches, large UPS's, generators, electrical panels, and network cabling.

**Physical Demands:**

This is an active role requiring the incumbent to spend a major part of the day on their feet and under motion and there can be short periods of intense activity such as moving heavy computer equipment, walking up and down stairs, climbing ladders, working in confined spaces such as under raised computer room floors and above drop ceilings.

**Position Type and Expected Hours of Work:**

Core hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours as needed for the performance of job tasks and duties.

**Travel:**

Occasional travel to perform these tasks at other Katalyst locations may be required.

**Other Duties:**

Please note, this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities are subject to change at any time with or without notice.

Please email resumes in confidence to [hr-us@katalystdm.com](mailto:hr-us@katalystdm.com).