



A facilities manager is responsible for the safe operation and maintenance of a corporation or organization's real estate as well as its systems.

Facilities

Management

Facilities managers maintain the property's systems including the HVAC, mechanical, electrical and plumbing as well as technology. Typically the facilities manager will coordinate and manage a team of employees or contractors designated to maintain each operating system. Depending on the corporation or organization, responsibilities may include functional and operational design of the system itself and could require specific engineering training.

“I love the spectrum of people that I work with every day from security guards and engineers to corporate executives.”



MAJOR DUTIES

- Supervise facility usage, operations, security and equipment maintenance
- Supervise hiring, procurement, IT staff, vendor relations and maintenance
- Prepare and manage annual facility budget
- Work with all contractors on construction projects previously approved
- Maintain integrity of all systems and respond to equipment failure issues and alarms in a timely fashion