

Facilities/Building Manager

SUMMARY:

Coordinates and directs the design, planning, construction, maintenance, and alteration of equipment, machinery, buildings, and other facilities.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Inspects facilities and equipment to determine need and extent of service, equipment required, and type and number of operation and maintenance personnel needed.
- Plans, budgets, and schedules facilities modifications including cost estimates, bid sheets, layouts, and contracts for construction and acquisitions.
- Compiles records of labor and material cost for operating building and issues cost reports to owner or managing agents.
- Assembles and analyzes contract bids, and submits bids and recommendations to superiors for action.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)