

Facilities Manager Job Description

Duties and Responsibilities:

- Oversee the cleaning and upkeep of building premises to ensure a tidy work environment
- Monitor the operations of an organization's security outfit to ensure effectual performance of duties
- Ensure the work environment of an organization complies with set health and safety requirements
- Oversee general staff safety by minimizing exposure to hazards and unsafe conditions
- Supervise the renovation and repair of damaged building components to ensure proper refurbishing
- Hire and supervise the activities of contractors to ensure they carry out their job responsibilities
- Oversee the management and allocation of space in a building premises
- Conduct surveys to identify building availability and suitability for lease
- Carry out financial forecasts to predict potential business opportunities for a company
- Utilize performance management systems to monitor and determine level of productivity and achievement of set goals
- Analyze costs of production/supply to identify way to reduce expenses and maximize profits
- Prepare and manage budgets to achieve set targets and objectives
- Coordinate general building activities such as parking, waste disposal, and regulation of entrance/exit
- Maintain accurate record of all relevant financial and non-financial details
- Conduct negotiations with vendors and clients to establish the terms, conditions and price of contract services
- Review operational costs to make appropriate expense adjustments necessary for optimal running of a business.

Facilities Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To be hired as a facilities manager, you require at least a high school diploma although having a Bachelor's degree in business or management disciplines increases job prospects. Prior experience in a managerial field, as well as certifications from notable facility management institutes may also increase your chances of securing the job
- **Eye for Details:** Facilities managers are watchful and keen to identify performance-limiting situations, as well as challenges in business operations
- **Decision Making Skills:** They are able to take appropriate business decisions that ensure efficient work activities
- **Team Work Skills:** Facilities managers are able to work with contractors, building staff, and vendors in order to achieve set goals.