Downloaded from <https://www.velvetjobs.com/job-descriptions/building-operator>

# Example of Building Operator Job Description

Our company is hiring for a building operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for building operator

* Manage the successful delivery of all building services to ensure compliance with all KPI and Policy and Procedure Manuals (PPM) requirements in accordance with the relevant services specifications such as OPEX, CAPEX additions and delivery of new Change Orders
* Manage the completion of the Annual Works Plan (AWP)
* Maintain strong working relationships with the client representatives, contractual key stakeholders and end users
* Audit service delivery requirements, monitor outstanding work requests, and manage all field services to ensure they are delivered in a safe, effective manner
* Provide support to meet the financial deliverables within the existing Annual Operating Plan (AOP), including meeting of Key Performance Indicators (KPI) and reporting requirements
* Ensure building management system (BMS) and Security Management System (SMS) are fully functional
* Provide training to the Building Operators to ensure they are able to discharge all duties as required
* Operate and maintain all building systems and equipment, including but not limited to
* Responsible for mechanical operations of two (2) commercial buildings totaling 128,000 sq
* Perform initial troubleshooting and remediation of alarm conditions

## Qualifications for building operator

* You must be able to lift 40 pounds up to 64 times a day
* Must be will to perform all job duties as required
* Must have initiative, able to work independently
* Must be willing to rotate to all cells and all areas within the cell
* Must be willing to perform janitorial duties as required
* Must be US Citizen with the ability to obtain and maintain a DoD Secret clearance