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

# Example of Building Services Manager Job Description

Our innovative and growing company is looking for a building services manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for building services manager

* Managing, planning, developing, and executing Facility related projects from start-up to completion
* Provides project services to internal customers to include construction management, project controls and partners with Engineering for the completion of key stakeholder projects
* Responsible for Space Planning in alignment with the Site Master Plan
* Preparing RFQs/RFPs, and supporting vendor selection process in collaboration with end-users
* Establish and maintain working relationships with key facility stakeholders – Engineering, Quality Assurance, Quality Control, Manufacturing, Technical Services and Logistics teams - to ensure efficient management of ARIMF manufacturing activities
* Ensure appropriate training for all maintenance personnel on equipment, processes and facility procedures is maintained and up to date
* Support Regulatory licensure activities, including agency inspections
* Develop, coach and mentor staff
* Responsible for initiation and completion of deviations, CAPAs, and change controls for utility and building systems
* Generate and revise Standard Operating Procedures pertinent to maintenance activities

## Qualifications for building services manager

* Advanced understanding of business methodologies used to implement high quality system and product level solutions
* Utilizes understanding of documentation and practices to support acquisition of corporate patents
* Take care that the data you provide to RE systems is credible, reliable and readily available
* You'll lead and develop the Building Services team (and contractors)
* Provide support to manufacturing and other functional areas where required
* Carrying out frequent system (Facilities & Infrastructure) walkthroughs and reporting system status