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# Example of Building Services Job Description

Our innovative and growing company is looking for a building services. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for building services

* Instruct and train support staff on methods and procedures
* Evaluate performance of support staff
* Respond to inquiries and problems
* Maintain employee discipline and make promotional recommendations
* Maintain safety practices and procedures
* Inspect buildings regularly to assure satisfactory custodial work
* Undertaking modelling tasks
* Responsibility for the electrical design of the project, including technical and design management
* Preparation of specifications and drawings for predominantly electrical systems
* Act as technical mentor - Working and liaising with associated engineering disciplines as part of delivering projects

## Qualifications for building services

* Refrigeration machinery operation license issued by state of NY Fire Dept
* The design of electrical systems including lighting, small power, mains distribution, fire alarms etc
* Undertaking surveys and completing reports
* Liaising with clients and end users
* Monitoring installations on site
* HNC/HND or degree level qualification