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# Example of Manager Facility Job Description

Our growing company is looking to fill the role of manager facility. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager facility

* Administer operations and building services programs to include ground maintenance, snow removal, janitorial service, utilities, trash removal, recycling, and parking
* Develop building and grounds maintenance plans to employ preventative measures to ensure the life cycle of the building and reduce operating costs
* Identify needs, set priorities, and develop plans for existing and projected maintenance, operational, and service requirements and coordinate action on any identified deficiencies
* Maintain and evaluate the building physical security and access systems
* Coordinate planning, receipt, installation, maintenance, inventory, replacement and disposal of all NSMRL equipment according to all applicable instructions
* Utilize Defense Medical Logistics Standard Support (DMLSS) for recording and tracking all facility maintenance
* Provide planning and support for the NSMRL Space Utilization Committee
* Provide support for laboratory projects
* Recommend and conduct corrective and preventative maintenance work
* Maintain files for engineering and architectural diagrams, study reports

## Qualifications for manager facility

* Commercial awareness when dealing with customers and applying Quality standards
* Commitment to and understanding of Safe Working Practices
* Computer skills with the Microsoft Office Suite audio editing programs such as Adobe, Pro-Tools and Sound Forge
* A minimum of 2 years commercial facilities , campus environment, and/or property portfolio management experience required (with a 4-year degree)
* Breadth of experience construction, engineering and all facets of property operation and building management is preferred
* Experience with research and critical system environments is desired