



Example of Regional Facilities Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of regional facilities manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for regional facilities manager

- Development and implementation of capital plans
- Address current and future needs of all buildings within the assigned areas through regular inspections
- Manages security access card system for the Facilities department
- Develop positive, service driven relationships with clients and local management
- Perform safety / routine inspection on general facilities of the client office to ensure office facilities and equipment are operating at optimum level
- Makes periodic tours of the interior/exterior of sites
- Manage customer satisfaction, discuss any recommended changes to the overall program and the financial impact on facilities operations
- Maintain and oversee facilities architectural drawings and floor plans
- Of Facility Management Operations while supporting the Project Management, and Occupancy
- Operational up time, cost savings initiatives, energy consumption reduction initiatives, and service

Qualifications for regional facilities manager

- Monitors and maintains overall appearance of the offices, including commons

- Minimum of five years facilities management experience in Integrated Facilities Management for an international business and strong experience in the maintenance of commercial and office building, management of soft services and facility management experience
- Inspect buildings' physical plant routinely to guarantee that building services are at the highest level of quality standards
- Perform compliance audits and SLA audits on site four times per year or as needed to determine condition and extent of service required
- Develop and manage annual operating expense budgets
- Foster a collaborative teamwork environment