FACILITIES MANAGER

Job Description: A facilities manager is the person in charge of operating and maintaining the buildings and grounds of an organization, corporation, institution, or any other entity that has significant physical property. Facilities managers may often be referred to as physical plant managers or administrators, or Directors of Buildings and Grounds. A facilities manager might oversee just one large building and the property on which it is located, or they might be in charge of a campus that has many buildings and extensive property. A facilities manager has a wide range of responsibilities, including:



- Maintaining and repairing buildings and equipment
- Overseeing custodial and security staff
- Ensuring that the lighting, heating, air conditioning and ventilation systems are operating properly to provide good working and/or living conditions for occupants
- Supervising the design and upkeep of the facilities' grounds and landscaping
- Updating and maintaining the telecommunications and computer systems
- Adhering to and improving health and safety standards, and
- Planning for and overseeing major renovations and new construction.

The facilities manager represents the front line in establishing operational standards and procedures that promote energy efficiency and energy savings in buildings and equipment. In recent years, many facilities managers insist that all new construction and major renovations incorporate energy savings design and technologies.

Needed Skills and Education: Facility managers need an unusual combination of skills to do their jobs. They may supervise a large number of people. Much of the job requires technical engineering skills for understanding how buildings and equipment works. They may also need business skills to deal with budgets, financial forecasts, and real estate management. The job requires excellent interpersonal and communication skills. A facility manager may deal with hundreds of people each month. Facility managers come to this career from a variety of educational paths, but in almost all cases a 4-year college degree is required. Related fields include engineering, property management, business, construction science and architecture. They tend to have a combination of technical and business training.

Wages: Figures for North Dakota were not available. Nationally, the average annual wages are \$79,500, and average hourly earnings at \$38.22. These figures vary depending on education levels, training and work experience.

Other Information: The International Facilities Management Association recommends those in the field become certified as facilities managers. Obtaining the certified facility manager (CFM) designation means better job opportunities and higher salaries. Nationally, the outlook for employment appears stable.

Find out more at <u>www.rureadynd.com</u>.