

## Facilities/Building Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

- Has complete and thorough understanding of the organization's physical facilities strategy – buildings, locations, access alternatives, retailing concepts and practices, ownership, leasing, financing, amortization and obsolescence schedules – and how to plan, organize, implement and control the transactions related to each facility.
- Has general knowledge of laws and regulations regarding real property transactions – ownership, leasing, building permits, compliance, environmental issues, taxation, maintenance and management – and has specific knowledge about the laws, regulations, and compliance legislation and regulations pertaining to the organization's industrial designation or generally accepted business categorization.
- Knows how to coordinate the creation of meaningful RFP's (Requests for Proposal), including design specifications, construction requirements, as well as assessing bids and negotiating fair contracts.
- Knows how to utilize the services of external legal counsel, real estate brokers, general contractors, sub trades and other in facility transactions and building management transactions.
- Has general knowledge of all organization departments, products and services of the organization and how the creation and maintenance of exceptional facilities enhances the public and service image of the organization

### QUALITY OF WORK:

- Correctly interprets and administers real estate purchases, sales, leases, leasehold improvement initiatives, general maintenance and other matter concerning the organization's physical facilities.
- Maintains a current knowledge of regulatory compliance issues regarding real estate management and real estate transactions, whether as owner, landlord, mortgagee, tenant, or sub-tenant and ensures that the organization's interests in such transactions are protected at all times.
- Develops legal forms, documents, and processes that serve to specify and protect the organization's interests in all facilities transactions and attempts insofar as possible to obtain standard legal agreements for each facility under management.

### QUANTITY OF WORK:

- Undertakes and completes tasks within required time frames and schedules
- Maintains a complete and detailed record of every facility under management, including capital costs, repair records by category, warranties and guarantees, tax statements, surveyors certificate, titles, leases, maintenance contracts, support staff and prepares periodic reports to management on all pertinent matters.
- Attends meetings, conferences, and strategy sessions to advise management on facility plans, current challenges and implications of anticipated, known, or pending legal matters concerning facilities
- Writes compliance manuals, policies, and procedures relating to facilities management.

### PROBLEM ANALYSIS:

- Identifies problems relating to facilities management, and implements workable solutions
- Performs research to determine long range solutions to reoccurring problems
- Notifies department managers of problems and works with them to get problem solved
- Refers major problems to management and works co-operatively with all to resolve