

Building Manager – Job Description

The Building Manager supervises and manages the overall performance and operation of the building facility, ensuring that the facility is operating at peak performance. Under the direction of the Property Manager of Operations, the Building Manager is responsible for the daily building operations and will oversee a staff of skilled and semi-skilled workers in maintenance, assign tasks and other related duties as required.

Responsibilities:

Duties and responsibilities to be carried out by the Building Manager are as follows:

Management of Employees

- Supervise unionized and non-unionized skilled and semi-skilled employees and MRCL sub-contractors in day-to-day maintenance tasks.
- Responsible for managing various maintenance contracts, the coordination of contractors and ensuring that work is completed to contract specifications.
- Provide general training such as, misc. equipment operation, heating cooling, plumbing, electrical, air conditioning, life safety systems and other related systems.
- Training and evaluation of the MRCL building employees and ensuring that all subcontractors are aware of policy procedures.
- The Building Manager will be responsible for the weekly submission of employee time records and approval of time sheets.
- The Building Manager is required to be knowledgeable in all aspects of health and safety and ensure all employees and trades are briefed on the procedures to take in case of fire, flood, bomb threats, injury, sudden illness and other emergencies.

Maintenance

- The Building Manager is responsible for diagnosing the existing problems and initiate required action.
- Organize and prioritize work schedules.
- Systematize inventories of equipment and related materials on a regular basis and coordinate the necessary repairs/maintenance work required and observe all safety regulations and standards as well as the laws.
- Communicate with the Manager of Tenant Services on an ongoing basis to ensure there are no conflicting issues with the building systems during their remodeling/construction fit-up projects.
- Prepare monthly building reports for Operation Meetings.
- Back up to other Building Managers in emergency and vacation situations.
- The Building Manager will be responsible for conducting regular and continuous inspections of interior, exterior and all common areas of the building facility and take appropriate action to correct deficiencies.
- Supervise the proper condition of the HVAC systems, pumps, sprinkler systems, garage, garage ramps, overhead doors, etc.,

- Develop and maintain a preventative maintenance program for all mechanical equipment. Organizes manufacturer's suggested systems and parts checks on all facility equipment into an ongoing preventative maintenance schedule.

Customer Retention

- Establish and maintain an excellent relationship with tenants, contractors and colleagues.
- Ensure all tenant requests and complaints are attended to in a timely fashion efficiently.
- Performs on-call duties for after-hour emergencies, such as reviewing the nature of the emergency and either performing maintenance repair or contacting the appropriate person/contractor/Manager to resolve the problem.
- Serves as backup to other Building Managers in that individual's absence.

Financial

- The Building Manager is to prepare a yearly budget for facility components that require replacement and review the projected life cycle of equipment with the reporting manager.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. Reasonable modifications will be provided for otherwise qualified applicants unable to fulfill one or more of these requirements. These include but are not limited to, the following requirements.

- Walks over uneven terrain to maintain equipment and remove snow.
- Squatting, stooping, kneeling to maintain and repair facilities and equipment.
- Climb up ladders to make repairs.
- Climbing into trucks and onto other equipment.
- Operating trucks with snow removal equipment and to haul equipment.
- Lifting ability to remove and replace parts on building mechanical systems.
- Ability to lift, push and pull office furniture.
- Ability to lift boxes of supplies, equipment, and other items weighing up to 100 lbs.
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks.

Skills and Specifications

The following are the required skills and specifications of a Building Manager:

- The ability to schedule, plan, train and supervise the work of the staff.
- To be able to competently perform repairs and maintenance work.
- Document and maintain important daily records and prepare simple, yet comprehensive reports.
- The ability to learn and implement supervisory principles and practices without difficulty.
- The ability to learn and understand contract administration thoroughly.
- Undertake any and all other related duties as required or assigned from time to time.