

# Environmental Career Pathway

## Building Operations Manager

Standard Occupational Classification- 11-1021

**Description:** Plan, direct, or coordinate the operations and maintenance of public or private sector buildings. Duties and responsibilities include formulating and implementing policies, managing daily building and business operations, and planning the use of materials, services and human resources to support organizational goals

### **Responsibilities:**

- Review financial statements and building performance reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or improvement.
- Direct administrative activities directly related to providing building and business services
- Monitor suppliers to ensure they efficiently and effectively provide needed building and business services within budgetary limits.
- Prepare work schedule and perform specific duties.



### **Knowledge Required:**

- Administration and Management — Knowledge of building and business management principles including strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources
- Customer and Building Services — Knowledge of principles and processes for providing building efficiency and safety. This includes customer needs assessment, meeting quality standards for building services, and evaluation of customer satisfaction and performance to goal metrics
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.



### **Similar Careers:**

- First Line Supervisors of Mechanics, Installers and Repairers- SOC 49-1011
- Facility Manager- SOC 11-3013
- Administrative Services Manager- SOC 11-3011

### **Education Required:**

- High School Diploma - GED- 15%
- Some College No Degree- 19%
- Bachelor Degree- 29%

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# Building Operations Manager- SOC- 11-1021

More info: <https://www.onetonline.org/link/summary/11-1021.00>

## ***Preparing for this Career Pathway at De Anza:***

### ● ***Key Classes To Take:***

*ES 69A- Introduction to Facilities Management*

*ES 58- Introduction to Green Building*

*ES 71- Introduction to Sustainable Buildings*

*ES 78- Introduction to Energy Management Systems & Controls*

*ES 81- Leadership in Energy & Environmental Design/ Building Codes*

*ES 82- Program Management and Tech Report Writing for Energy Professionals*

*ES 83- Energy Management Return on Investment*

*BUS 10- Introduction to Business*

*BUS 56- Human Relations in the Workplace*

*BUS 65- Leadership*

*BUS 85- Business Communication*

### ● ***AS Degrees at De Anza Related to this Career Pathway:***

***Program Contact: Bill Roeder (roederwilliam@deanza.edu)***

***- Facility and Sustainable Building Management***

***(<http://www.deanza.edu/es/emt/FMDegree.html>)***

***- Energy Management and Building Science***

***(<http://deanza.edu/es/emt>)***

## ***Professional Credentials and Networking Opportunities***

***- International Facility Management Association (IFMA)- CFM, FMP & SFP***

***- Association for Facility Engineering (AFE)***

## Projections for Building Operations Managers



Nationwide Building  
Operation Manager jobs in  
the US in 2016- 1,024,000



Median Annual Salary in  
2017- \*70,530



Projected Job Growth-2016-2026  
5-9%- "AVERAGE"  
104,200 NEW JOBS NATIONWIDE

Most Common Industries  
For Building Operations Managers



Government



Business Buildings



Science and Technology

***\*SOURCE: US BUREAU OF LABOR STATISTICS- 2018 Wage data; 2016-2026 Employment Projections- Projected Job Growth" represents the estimated change in total employment over the projections period (2016-2026). "Projected Job Growth" represents openings due to growth and replacement***