

# FACILITY MANAGEMENT

## Is Facility Management for me?

*The field is for you if you ...*

- Enjoy daily challenges.
- Desire a job with a good salary and potential for advancement.
- Communicate effectively both orally and in writing.
- Work well with a diverse group of people.
- Remain calm in emergency situations.
- Function well under stress.
- Can think quickly and act decisively.
- Are customer oriented and willing to listen to the concerns of others.
- Have a “can do” attitude toward problem- solving.

## What skills will I need for this field?

*You will need to ...*

- Manage multiple tasks, projects and problems.
- Understand budgeting and budgets.
- React to emergencies and maintain composure under pressure.
- Solve problems and meet deadlines.
- Understand and work with contracts.
- Demonstrate knowledge of architectural blueprints and building materials.
- Demonstrate a knowledge of construction building codes.
- Demonstrate knowledge of heating, ventilation, air conditioning and electrical systems.
- Demonstrate knowledge of space planning and utilization.
- Understand telecommunications and security systems.
- Keep abreast of all legal and technical changes that may impact a facility (e.g. indoor air quality, ADA, asbestos, Freon, etc.).

## What is the work atmosphere like?

The manager must maintain a safe, clean and healthy work environment for all occupants of the facility. Manage commercial properties such as office buildings, hotels, shopping centers as well as public facilities, schools, laboratories and hospitals. A manager will typically be working in an office environment. Occasionally, managers of these facilities will be required to inspect mechanical systems, rooftops and construction/remodeling projects. Light physical activities will be necessary from time to time, depending on the facility. Managers of manufacturing/factory type facilities may be required to perform more physical duties. Some managers are required to travel to various corporate sites. Many managers are on call 24 hours per day.

## What are my degree options?

### **Associate’s Degree**

Associate in Applied Science (AAS)

### **Bachelor’s Degree**

Bachelor’s degrees are available by transferring to four-year colleges and universities.

### **Professional Certification**

Professional facility managers are not required to be licensed or certified. There is an optional Certified Facility Manager certification that can be earned through the International Facility Management Association. To qualify for the CFM designation, an individual with an AAS degree in Facility Management must have five years of related work experience.

## What are my career opportunities?

The largest number of opportunities in the field of facility management are with service sector employers, manufacturing and production business, and in government and education settings. Nearly 60,000 professional facility managers are employed in the United States. A large percentage of the positions are in metropolitan areas.

Since facility managers are responsible for meeting government mandates (Americans with Disabilities Act) and worker needs (indoor air quality, ergonomics), the demand for qualified persons should continue to grow.

## What can I do with these degrees?

*If you have completed ...*

### **High School Diploma**

Apartment Manager, Clerk/Administrative Assistant, Condominium Manager, Grounds Worker, Housekeeping, Janitorial Services, Light Maintenance Worker, Mailroom Worker, Warehouse Worker

### **Bachelor's Degree**

Some job titles listed under AAS degree may require a bachelor's degree for some corporations

## How can I prepare now?

*Recommended courses ...*

### **Math**

Algebra 1, Geometry, Business Math

### **Science**

Chemistry, Computer, Physics or Applied Physics

### **Communications**

English Composition, Business Writing, Speech

### **Occupational Electives**

Computer Spreadsheets, Electronics, Business Law, Architecture Design courses such as Drafting, CAD, Building Materials, and HVAC

### **Recommended Supporting Electives**

Keyboarding, Sociology, Psychology, Government

## What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

### **Associate in Applied Science Degree**

Building Engineer, Building Manager, Building Superintendent, Department Head/Supervisor, Director of Operations, Facility Manager, Leasing Manager, Maintenance Foreman, Property Manager

## What should I take in my first semester at C.O.D.?

FACM 1100: Introduction to Facility Management

ENG 1101: Composition I

CIS 1500: Introduction to Computers

Psychology 1100 *OR*

Sociology 1100: Introduction to Sociology

## Whom can I talk to for more information?

Business and Technology Division

(630) 942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator, or go to [www.cod.edu](http://www.cod.edu).