



JOB DESCRIPTION

Job Title: Facilities Manager
Classification: Exempt
Employee Appointment: Full-Time
Reports To: Executive Director
Supervision Exercised: Yes

Job Purpose: The facilities manager is responsible for planning and implementing the modernization of FHRA facilities. This person assists with the design and construction oversight of new facilities. The facilities manager ensures FHRA receives value for all related purchase of materials and services within the guidelines of the FHRA and HUD's procurement policies. This individual directly supervises the purchasing specialist and serves on FHRA's senior management team.

ESSENTIAL FUNCTIONS

- A. Show a demonstrated interest in FHRA's mission: Empowering People to Achieve Independence Through Housing
- B. Adhere to FHRA's Core Values
 1. Service: helping people to the best of our abilities
 2. Integrity: staying true to our word through action
 3. Teamwork: working together to achieve goals
 4. Quality: exceeding the average, striving for excellence
 5. Commitment: dedication to the FHRA Mission
- C. Capital Improvement Plan
 1. Initiates and maintains a five-year Capital Improvement Plan and budget for all FHRA properties.
 2. Prepares or assists with the preparation of grants in support of capital improvements or new construction projects from HUD or other Federal, state or private foundation sources.
 3. Coordinates with property managers, maintenance staff and accounting in drafting and maintaining the Plan.
 4. Administers the Capital Improvement Fund and timetable for implementation of approved modernization programs, including physical aspects of the properties.
 5. Assists in establishing internal administrative controls over key incoming and outgoing documents of the FHRA related to the Capital Improvement Fund.
 6. Facilitates the Capital Improvement Plan through the process of presentation to the Resident Advisory Board, internal management review, and adoption by the Board of Commissioners.

7. Prepares all reports and documents associated with the Capital Fund to ensure completion prior to deadline dates.
8. Coordinates all plan revisions with the management team and HUD.

D. Procurement

1. Coordinates with consultants and contractors for facilities improvement services.
2. Prepares specifications for improvements to put to bid and works with consultants when necessary.
3. Provides a schedule of materials procurement to the purchasing specialist which coordinates with all construction or facilities improvement activities.
4. Ensures that all procurements are in accordance with FHRA and HUD procurement guidelines and that adequate documentation of same is collected and filed.

E. Contract and Construction administration

1. Assists with project design, bid letting and contract management for new construction.
2. Conducts or facilitates pre-construction conferences or coordinates with maintenance for projects using FHRA staff as appropriate.
3. Conducts field inspections to verify all contracted work is performed to specifications.
4. Monitors compliance with all local, state and federal regulations, including Davis-Bacon requirements, historic preservation requirements, ADA regulations and other applicable laws or regulations.
5. Maintains accurate reports and files for all site inspections, construction conferences, disputes, change orders, punch lists and payments made.
6. Support maintenance staff with the coordination of work with vendors and contractors.

F. Safety

1. Establish procedures to comply with Workforce Safety Insurance and OSHA standards.
2. Hold quarterly meetings with maintenance staff to review procedures and discuss maintenance and safety issues found at the sites.
3. Administers alarm systems for properties.

G. Information Technology

1. Partner with IT firm to ensure adequate phone and internet services are provided for the organization.
2. Plan upgrades and equipment purchases with consultants to best meet the needs of the organization.

Minimum Qualifications

1. Must pass a criminal background investigation and driving record review.
2. Possession of valid driver's license required.
3. Bachelor's degree in related field or the equivalent combination of education and experience required to perform job duties as described required.
4. Minimum of four (4) years progressive supervisory experience in housing, facilities, construction or a related field required.
5. Demonstrated organizational skills required.
6. Knowledge of residential and commercial construction principles and practices required.
7. Project management experience required.
8. Demonstrated understanding of construction accounting and blueprints.

9. Ability to operate a computer in a Windows environment to include spreadsheets and word processing.
10. Must have public speaking ability, effective conflict resolution, and negotiating skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Work Environment

This position works within an office environment but occasionally requires working in a public housing environment and construction environments in all weather conditions (hot, cold, humid, dry and wet).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. Regular hours of work and days are Monday through Friday, 8:00 AM to 4:30 PM. However, this position can occasionally require evening and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is required for training and conference purposes, resulting in a couple of times per year.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change by FHRA management to fit the Mission of the FHRA.

Competencies and Characteristics of a Successful Office Holder:

Ethical Conduct: Adheres with the rules and standards set by the Mission and Core Values of the FHRA and federal, state and local laws for housing authorities.

Client Focused: Committed to the understanding of client needs and successfully applying them to FHRA programs and project development

Results Driven: Can be counted on to exceed goals successfully; mission-driven, bottom-line oriented; steadfastly pushes self and others for results.

Motivating Others: Empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working with.

Community Development: Develops strong external loyalty to the mission and values of the organization.

Projects Humility: be unafraid to admit mistakes and he/she does not know something and is willing to delegate project tasks to the group's most qualified person.

Relationship Management: Quickly build trust and credibility by listening to and observing what activities are happening within the organization and becomes the "go to person" for solutions and implementation of those solutions while working within the scope of his/her job responsibilities.

Project and Time Management: Identifies work priorities and is cognizant of deadlines while remaining flexible to the needs of the organization; is unafraid to communicate when in need of help from peers and is willing to help peers who need assistance while remaining responsible to the deadlines, work priorities and goals set for own job.

Effective Communicator: Be an engaged listener who talks and writes in a clear, concise, consistent and confident manner and is open to considering feedback from others.

Detail-Oriented: Diligently checks for accuracy in work to ensure processes and written agreements are being followed.