JOB DESCRIPTION FOR FACILITIES MANAGER

Reports to: Director of Operations
Position Summary: Responsible for leading and optimizing multiple functions of building operations and maintenance for a portfolio of multifamily and commercial/office space infrastructure for over 30 properties.

The ideal candidate will share the company's core values: **Positive Team Player, Creative Solutions Orientated, Industrious, Knowledgeable and Trustworthy**. They will manage relationships with key vendors, municipality building officials, and contractors and be a representative of Gillespie Group in a professional manner.

ESSENTIAL FUNCTIONS: Essential duties and responsibilities include, but are not limited to, the following:

1) Implement and maintain Owner expectations for curb appeal at all locations and sourcing best way to maintain/improve those expectations
2) Creation of plans, processes, and costs for unit upgrades at aging properties
3) Communicate updated information on project timelines, costs, and issues by and between the Director of Operations and the Gillespie Group team
4) Delivering projects within budget and according to timeline agreed upon by team
5) Maintaining internal historical pricing database and communicating best pricing to all properties- creation of policies and plans of how Gillespie Group will purchase pre-negotiated pricing
6) Conduct financial/business analysis including preparation of reports
7) Administration of Capital Improvements including PCNA forecasting for all properties and approval process internally and externally (HUD approvals for reserve spending)
8) Maintaining Master Vendor List
9) Provide process and procedure training
10) Creation of strategy for Property Care including extensive knowledge of asphalt, concrete, roofing replacement, landscape upgrades
11) Manage the upkeep of equipment, building and systems to meet all applicable standards
12) Inspect buildings' structures to determine the need for repairs or renovations
13) Review utilities consumption and strive to minimize costs
14) Identify issues and effectively write scopes of work, as well as complete competitive bidding process

MINIMUM QUALIFICATIONS:
An undergraduate degree in facility management, engineering, business administration, or related field is preferred. The ideal candidate will have demonstrated 5+ years' experience in the facilities and / or maintenance industry including a series of accomplishments which demonstrate successful performance in general project negotiation and technical/engineering operations. Highly effective communication, presentation and listening abilities are essential. In addition, the ability to hold third party team members and contractors accountable in order to extract their highest potential.

Previous experience that provides the following knowledge, skills and abilities:

Knowledge of:

1) Leadership, Management & Accountability
2) Safety and Compliance Strategy
3) Writing scopes and bidding process
4) Advanced mechanical skills
5) Mechanical aptitude with good trouble shooting abilities as normally obtained through work experience or mechanical education classes
6) Ensuring deliverables are on time and within budget
7) Setting appropriate expectations with contractors
8) Ability to manage multiple projects, delegate, and prioritize and meet deadlines
9) Proficient in all Microsoft Office applications including Word, Excel, and Outlook
10) Building Automation System, preferred

Ability to:

1) Self-start, problem solve, and delegate
2) Read, understand, and alter blueprint and schematic plans
3) Set project priorities to be highly organized in day-to-day and longer-term planning and execution, and track and maintain complex schedules effectively
4) Communicate clearly and concisely, both orally and in writing. Use independent judgment and initiative to interpret and follow oral and written instructions with attentiveness to detail
5) Assist with the efficient and lawful maintenance of official and confidential records and documents and discreetly handle confidential and sensitive matters; ability to maintain confidentiality
6) Maintain effective working relationships with those contacted during work

FAIR HOUSING ACT ("FHA") / ANTI-DISCRIMINATORY LAWS & ORDINANCES:
Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above-mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the

ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.