



Area Facilities Coordinator Position Description

Reports to: Facilities Manager

Compensation: Non-Exempt

Gillespie Group requires a background and drug screen as a condition of employment. A valid driving license and current automobile insurance is required. Position requires individuals to furnish their own vehicle to fulfill all of the job's functions.

The Area Facilities Coordinator is responsible for routine onsite inspections within the region. These inspections will include, but not limited to:

- General maintenance of the physical properties within the given region.
- Oversee and own all components of REAC/Gov't inspections
- Training and continuing education for Service and Grounds team members.
- Ensuring safety compliance at all properties. Inspecting PPE, PM logs, key logs, and inventory
- Reviewing and ensuring onsite facility plans are in place.
- Coordinate and oversee all HUD and PCNA inspections.
- Assist on small to medium projects and repairs- assist in obtaining bids, schedule and supervise contractors as needed.
- Inventory management

Will share the company's core values: **Positive Team Player, Creative Solutions Orientated, Industrious, Knowledgeable and Trustworthy.**

Qualifications:

1. **Education:** This position requires the ability to read and write English correctly and fluently. In addition, the position requires the ability to accurately perform basic to intermediate mathematical functions. High School diploma required.
2. **Experience:** Minimum of 5 years' previous experience in property management maintenance.
3. **Physical Requirements:**
 - May be required to lift and carry up to 50 pounds in various forms.
 - Required to stand and / or be in continuous motion for extended periods of time, while performing job functions with physical endurance.

- Must be capable of working in extreme hot or cold weather temperatures; wear safety glasses, mask, gloves, and back support when needed.
 - Must work with chemicals and flammable materials
 - Travel is required
4. Licenses: The following licenses are required:
- EPA certification for Freon recycling
 - Driver's license and valid insurance
 - Other licenses or certifications as required by law
5. Attributes: the ideal candidate must possess the following:
- Work well with various personalities
 - Excellent verbal and written communication skills
 - Strong communication skills
 - Strong customer service orientation
 - Positive Attitude
 - Leadership by example
 - Efficient use of Excel, Word, Outlook
 - Ability to assist with on-site maintenance when needed

Essential Job Functions:

Ensure that physical condition of properties under the given portfolio is maintained according to company vision and safety standards. The remaining time will be spent with hands on training with employees and new staff members.

Service/Coordinate:

- Actively reviews the region's projects to remain on track per the budget timeline
- Owns the facilities plan for all props and make sure its routinely updated and followed by all, champion of standardized checklist
- Work with Property Managers and Regional Manager to keep within HUD guidelines (when applicable) for purchase requirements for all projects.
- Responsible for ensuring the physical upkeep and repair of the property. Maintain the properties to the highest industry standards with regards to cleanliness and curb appeal.
- Unit Turn expert
- Lead for unit restoration projects (leaks, small fires, structural issues)
- Point person for snow/lawn/fertilization landscape contracts
- Champion of GG curb appeal
- Lead on irrigation maintenance
- Work Order expert and will mentor and assist when needed
- Work with the Regional Manager and Facilities Manager to oversee preventative maintenance programs, assist with Capital Expense projects with regards to the buildings, grounds, unit interiors, and common areas.

- Work with the Regional Manager to ensure that training for service staff is completed for areas not limiting to; customer service, apartment turn criteria, winter weather preparedness, OSHA guidelines, fire suppression care and maintenance, monthly/quarterly/semi-annual inspections and property care and irrigation.
- Ensure the landscaping, fertilization, irrigation, and snow/lawn vendors are completing work in an acceptable and timely manner in accordance with the contract.
- Ensures compliance with all OSHA requirements at all properties. Ensures all flammable materials are stored in appropriate areas and containers.
- Ensure all required facility and safety logs are accurate and updated monthly.

Personnel

- Area Facility Coordinator will participate in the hiring and to lead the training of the service and grounds team of the given portfolio.
- Ensure safety and compliance strategy is FBA and in use
- Enforce fair, nondiscriminatory policies and procedures with regards to the training and ongoing employment of the staff members at the property.
- Provide proper employee orientation and training in accordance with the company's policy using a standard onboarding checklist

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 position is responsible for performing necessary maintenance duties and implementing preventive maintenance procedures, maintains the property and “turning” vacant apartments promptly and with the highest standards. Must interact with residents in a positive and professional manner.

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.