



Director of Facilities

Gillespie Group is looking for a motivated professional to join our team as the Director of Facilities. The Director of Facilities is responsible for the long-term asset care of our \$350 million Michigan-based real estate portfolio, along with leading a team towards achieving company directives. They will manage relationships with key vendors, site teams, and contractors and be a representative of Gillespie Group in a professional manner.

Reports To: VICE PRESIDENT

Supervises: Facilities Manager

Compensation: Exempt/Salary

Location: In-Person (Lansing, MI)

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

Core Values:

- **Positive Team Player**
- **Creative Solution Oriented**
- **Industrious**
- **Knowledgeable**
- **Trustworthy**

RESPONSIBILITIES & PROJECTS

1. Be an expert in all things "physical asset care" by creating and executing on a long-term, physical asset care plan for our \$350 million, and growing, real estate portfolio.
2. Lead, manage, and hold the team accountable towards achieving company goals.
3. Leverage portfolio-wide buying power to achieve maximum efficiency.
4. Prepare the annual property budgets and 5- and 10-year projections for capital improvements/physical asset care.
5. Plan and implement a portfolio-wide energy conversation plan.
6. Hold GG team and vendors accountable to GG's "Best In Class" curb appeal plan.
7. Develop a facility schedule to ensure each facility is addressed timely and consistently so the Facilities Manager can implement preventative maintenance and renovation programs.
8. Review project scopes/specifications for Cap Ex projects so the Facilities Manager can obtain required estimates/bids.
9. Negotiate final costs for all projects/contracts.

10. Hold GG teammates and vendors accountable to maintaining high quality of work.
11. Maintains an ongoing dialogue and working relationship with all departments to ensure facilities needs and problems are quickly communicated, identified, and resolved.
12. Define and uphold safety standards, policies, and training.

QUALIFICATIONS

1. Bachelor's degree in Business, Engineering, BCM, or equivalent facilities level experience
2. 5+ years' experience in facilities management or equivalent related functions with multifamily experience preferred
3. Knowledge of OSHA and other environmental regulations
4. Proven track record managing a preventative maintenance program and experience with capital projects
5. Previous leadership experience
6. Following Fair Housing guidelines as well as ensuring compliance with all local, state, and federal regulations
7. Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
8. Ability to meet the physical requirements of the position, such as climbing ladders and stairs; walking, kneeling, standing, squatting, twisting, and bending for long periods of time.
9. Excellent written and verbal communication skills
10. Knowledge of Microsoft Office and Outlook

ATTRIBUTES

- Detail oriented
- Strategic thinker, big picture problem solver.
- Ability to think outside of the box with a sense of urgency.
- Organizational Skills
- Ability to prioritize multiple tasks to achieve timely deliveries
- General math skills
- Professional appearance and communication, both written and oral, to other GG associates, vendors, tenants, and business partners
- Ability to track project status, report, and trouble-shoot issues to ensure successful completion
- Self-starter and can work well independently as well as with others on a team
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Demonstrate ability and temperament to work with confidential and sensitive information.

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.

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.