

Job Title: Facility Manager

Reports to: Asset Manager

The Urban Land Conservancy (ULC) is a 501(c)(3) non-profit supporting organization to The Denver Foundation that acquires, develops, and/or preserves community assets in urban settings for a variety of community needs, such as schools, affordable housing, and office space for nonprofits.

The Facility Manager is:

- Responsible for stewardship of properties, tenant management, vendor management, and coordination of sites for all property operations.
- Responsible to identify solutions with input from Asset Manager, VP of Real Estate, and President. She/He evaluates project feasibility; develops, reviews, analyzes, and maintains project budgets, including vendor contracts.
- Responsible to engage and coordinate the work of maintenance and projects. She/He must possess the knowledge, skills, and abilities to make decisions and solve problems.

II. Specific Responsibilities

Property Operations

- Ensure that all ULC assets operate efficiently and provide long-term community benefits in alignment with organizational and property goals; people, place, property.
- Oversee the repair & maintenance of ULC assets in an efficient manner to include arranging for services supplies, and contractor necessary for the operation.
- Develop comprehensive maintenance standards for all ULC properties (as appropriate).
- Oversee maintenance of the facilities according to established standards (as appropriate).
- Manage vendor relationships and ensure ongoing compliance with insurance requirements. Ensure appropriate insurance coverage is in force.
- Perform regular inspections of assets in respect to condition, maintenance, safety and security. Communicate and participate in planning and problem solving efforts to address best facility solutions.
- Respond to all property issues (building related).
- Keep track of all warranties and guarantees applying to properties (structure, RTU's, roof, etc.)
- Manage vendor service contracts, negotiate scope.
- Ensure all ULC property building systems are operating efficiently.
- Work with property manager to develop a communication plan to advise tenants of building and systems related activities that may impact their business operations or impact their clients.
- Prepare, acquire and review operation manuals and warranty information.

Risk Management

Work with Asset Manager and other ULC staff to ensure appropriate insurance and risk mitigation measures are in place at all ULC assets properties.

- Review leases and contracts to ensure contractor compliance with insurance guidelines listing ULC and the appropriate LLC affiliate (and lender) are listed as additional insured.
- Collect all insurance certificates from contractors and vendors working on properties; create tickler file to ensure that insurance coverage does not lapse.
- Advise Asset Manager of issues that may jeopardize property operations and increase liability risk to ULC.
- Evaluate prospective properties for acquisition; review due diligence reports; provide initial opinion on capital need requirements. Participate in planning efforts to ensure smooth transition occurs at the closing of property acquisition.
- Ensure that O&M Manuals are in place for properties with environmental conditions; ensure vendors are advised of the presence of environmental risks, when appropriate.
- Create systems to ensure all annual inspections are completed in compliance with local and state regulations, i.e., building, fire, elevator.

Financial Management

- Work with Asset Manager to create a multi-year capital improvement plan to address long-term maintenance and capital needs.
- Make recommendations and provide detailed action plans that can help increase property sustainability.
- Provide assistance with year-end budget reconciliation and preparation for annual audit as it relates to building systems.
- Review quarterly operating and capital budget with Asset Team.
- Provide input to annual budget process to ensure anticipated building and systems expenses are incorporated for each property.

Maintenance Activities

- Collect and respond to work orders related to building systems.
- Oversee third party maintenance contractors.
- Coordinate maintenance of vacant land, i.e., portering, landscaping, snow removal, etc.
- Create maintenance schedule for all properties.
- Oversee small projects, assist with TI (tenant improvements).
- Organize on-call schedule and coordinate use of emergency phone line for work orders.
- Organize and track work order requests; maintain accurate files for ease of information retrieval and to track maintenance history for each property/building/unit.
- Collect W-9's and COI from all vendors.
- Ensure all maintenance, work orders, and contractor activity is completed to a high standard.

- Develop scopes, evaluate, and negotiate contracts for all services repairs and maintenances of ULC assets.

Other Responsibilities

Facility Manager shall provide on call 24/7 service and arrange for back-up when on vacation.

Participate in ULC community events.

III. Qualifications

Qualified candidates should have five years' experience in non-profit facility management, understanding of building systems and understanding of construction and renovation practices. In addition, we look for candidates with:

- ✓ Ability to plan, finance and complete small capital projects.
- ✓ Experience with a variety of building structures and building systems.
- ✓ Proficient in understanding building management, including contract negotiations, due diligence; working knowledge of spreadsheet applications, e.g., Excel.
- ✓ Demonstrated understanding of construction or rehabilitation practices.
- ✓ Must demonstrate a passion and commitment for community development, real estate, economic development, ULC's mission and supporting the nonprofit community.
- ✓ Proven ability to work in a dynamic organization managing numerous activities; ability to adapt to changing priorities; nonprofit experience preferred.
- ✓ Ability to use various software (i.e. MicroSoft Word, Excel).
- ✓ Proven ability to manage several properties simultaneously.
- ✓ Exceptional oral, written communication skills.
- ✓ Ability to communicate effectively and develop consensus among team members.
- ✓ Ability to communicate effectively with tenant/residents to gain confidence and patience during building renovations/construction.
- ✓ Demonstrated organizational skills.
- ✓ Able to do light handyman work and ability to diagnosis maintenance needs.

REQUIREMENTS:

- Must pass a satisfactory criminal background check.
- Must pass an acceptable reference check.
- Must be reliable, punctual, and demonstrate a good work ethic.
- Must have a valid driver's license and reliable transportation.
- Must be able to remain in a stationary position for up 50% of scheduled work hours.
- Must be able to operate standard office equipment, copy machine, computer, printer.
- The person in this position must be able to analyze and interpret contracts and construction documents and exchange accurate information about various aspects of property operations.
- The person in this position may be required to facilitate meeting discussions which requires voice projection under various environmental conditions (e.g. outdoors, large meeting rooms).

- The person in this position may be exposed to various weather conditions and uneven walking surfaces (including ascending and descending stairs) during the course of site visits and project activity.

COMPENSATION:

- Salary is competitive and commensurate with depth of experience and overall qualifications
- Benefits include 403(b) savings and investment plan; annual leave (vacation) and sick time; eleven paid holidays, paid life insurance, AD&D and LTD insurance; STD insurance; health insurance, health care spending account, dependent care spending account.

Equal Employment Employer:

- ULC does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

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- *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time*
 - *This job description is subject to change at any time*

FOR POSTING:

Contact: Susan M. Luna, Asset Manager

Interested individuals should send the following as a **combined PDF**

- **Resume**
- **Cover letter**
- **Three references**
- **Salary history**

Send Materials To:

hrapplications@urbanlandconservancy.org

Subject Line: Facility Manager

NO PHONE CALLS.

NO IN PERSON SOLICITATIONS.