



Building community from the heart

<b>Company Name:</b>	<b>PEP Housing</b>
<b>Job Title:</b>	<b>Facilities Director</b>
<b>Position Type:</b>	<b>Full Time, Exempt</b>
<b>Pay Range:</b>	<b>\$95,000 - \$120,000</b>
<b>Location:</b>	<b>Santa Rosa, CA</b>
<b>Website:</b>	<b><a href="http://www.pephousing.org">www.pephousing.org</a></b>

### **About the Company**

PEP Housing has been building community from the heart since 1978. We build and manage affordable housing for seniors living on fixed, limited incomes. Our residents live independently in a beautiful, safe place while aging with the grace and dignity deserved by all. With 21 properties, over 650 residents and projects under construction, we keep busy!

### **Position Summary**

Come join an organization that offers meaningful work supporting our mission to provide seniors with limited income access to affordable housing with supportive services and advocacy. PEP Housing seeks an experienced Facilities Director to join our team and lead the strategic management of our facilities' operations and maintenance. The ideal candidate is a seasoned professional with a strong background in overseeing capital projects, managing building systems, ensuring regulatory compliance, and optimizing facility performance. This role requires exceptional leadership skills, technical expertise, and a proactive approach to facility management.

### **Principle Duties and Responsibilities:**

#### **Capital Projects Management:**

- Lead the planning, budgeting, and execution of capital projects exceeding \$5k, including renovations, upgrades, and new construction initiatives.
- Collaborate with stakeholders to define project scopes, develop timelines, and allocate resources to ensure successful project delivery.
- Oversee project progress, monitor budget expenditures, and implement corrective actions to address deviations from project plans.

#### **Building System Management:**

- Manage all aspects of building systems, including HVAC, elevators, structural integrity, and other critical systems.
- Conduct regular inspections and assessments to identify maintenance needs, performance issues, and opportunities for optimization.
- Develop and implement maintenance schedules, procedures, and protocols to ensure the reliable operation of building systems.

#### **Annual Inspections and Remediations:**

- Coordinate and oversee annual facility inspections to assess compliance with regulatory requirements, safety standards, and building codes.
- Identify deficiencies, hazards, and areas for improvement through inspections and implement remediation plans as needed.
- Work closely with regulatory agencies, inspectors, and internal teams to address compliance issues and promptly implement corrective actions.



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#### **Vendor and Contractor Management:**

- Identify, evaluate, and engage vendors, contractors, and service providers for facility maintenance, repairs, and capital projects.
- Negotiate contracts, agreements, and service level expectations to ensure quality, cost-effectiveness, and timely service delivery.
- Monitor vendor performance, adhere to contractual obligations, and comply with safety regulations, intervening to address issues and uphold standards.

#### **Regulatory Compliance and Risk Management:**

- Stay abreast of relevant regulations, codes, and standards governing facility operations, environmental health, and safety.
- Develop and implement policies, procedures, and protocols to ensure compliance with regulatory requirements and mitigate operational risks.
- Collaborate with legal counsel, regulatory agencies, and internal stakeholders to address compliance issues, resolve disputes, and maintain a culture of compliance.

#### **Interior and Exterior Asset Rehabilitation:**

- Oversee the rehabilitation, refurbishment, and maintenance of interior and exterior assets to enhance functionality, aesthetics, and longevity.
- Develop and implement asset management plans, prioritizing investments based on condition assessments, resident needs, and budgetary constraints.
- Ensure compliance with accessibility standards, energy efficiency regulations, and sustainability goals in all rehabilitation projects.

#### **Reserve Studies Management:**

- Develop and maintain reserve studies to forecast future capital needs, prioritize investments, and ensure the long-term sustainability of facilities.
- Regularly review and update reserve studies based on facility assessments, market trends, and changes in regulatory requirements.
- Collaborate with finance and management teams to align reserve fund allocations with organizational priorities and financial objectives.

#### **Preventative Maintenance:**

- Develop and oversee a comprehensive preventative maintenance program to minimize downtime, extend asset lifespan, and optimize operational efficiency.
- Establish maintenance schedules, tasks, equipment, systems, and infrastructure protocols based on manufacturer recommendations and industry best practices.
- Monitor maintenance activities, track performance metrics, and continuously improve the preventative maintenance program to meet evolving needs and standards.



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### **Supply Management:**

- Develop and implement strategies for supply chain management, ensuring the timely availability of materials, equipment, and supplies necessary for facility operations and projects.
- Evaluate suppliers, negotiate contracts, and establish partnerships to secure competitive pricing, quality assurance, and reliable delivery of goods.
- Monitor inventory levels, track usage patterns, and forecast demand to optimize stock levels, minimize waste, and avoid stockouts.
- Collaborate with internal stakeholders to identify supply needs, develop procurement plans, and coordinate purchasing activities to support operational objectives.
- Maintain accurate records of inventory transactions, supplier agreements, and supply chain performance, utilizing inventory management systems and software to facilitate efficient supply management.
- Implement cost-saving initiatives, process improvements, and inventory control measures to maximize efficiency and minimize supply procurement and management expenses.

### **Education, Skills, and Qualifications:**

- A bachelor's degree in engineering, facilities management, construction management, or a related field.
- Master's degree is preferred.
- A minimum of 5 years of experience in facilities management, construction project management, or related roles, with a proven track record of success.
- Strong knowledge of building systems, construction methods, regulatory requirements, and industry best practices.
- Excellent leadership, communication, and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders.
- Demonstrated experience in project management, budgeting, and resource allocation.
- Proficiency in facility management software, project management tools, and Microsoft Office Suite.
- Relevant certifications (e.g., CFM, PMP, LEED) preferred.

PEP employees are as important as our residents. Our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

### **Benefits:**

PEP's benefits include health/welfare plans (medical, dental, vision, Group Life and AD&D Insurance); 401K plan; work-life benefits (paid vacation and 17 company holidays); Employee Assistance Program, career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

### **How to Apply:**

Please submit resume and cover letter with salary requirements to: [Hr@pephousing.org](mailto:Hr@pephousing.org).

*We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national*



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*origin, age, protected veteran or disabled status, genetic information, or any other protected category. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.*