



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai'i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
Employee Wellness Program
Comprehensive Medical Insurance Plans
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH Academy, an in-house training program

Position is for a full-time Facilities Coordinator to work at EAH Corporate in San Rafael, CA. Qualified candidates will have 3+ years' experience in facilities management, building maintenance, HVAC, electrical issues and experience in project management, logistics, negotiating with vendors to obtain competitive pricing or property management. Must have a California Driver's License and DMV clearance. Must have access to reliable vehicle and maintain own auto insurance in accordance with EAH requirements. Salary range: \$77,000 - \$120,000 per year; **hiring range for new employees is generally \$77,000 - \$98,500 per year, DOE.** Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do

For immediate consideration please apply to requisition FACIL003990 on our website at www.eahhousing.org

POSITION OVERVIEW

Under general oversight and acting on own initiative, responsible for logistic planning and follow through for EAH Corporate offices/facilities (currently four locations), assigned EAH properties, and special projects. Understands and supports EAH's mission and core values.

RESPONSIBILITIES

Facilities Management – Corporate and EAH Properties

- Develops logistic plan for EAH for regional facility special projects and executes plan effectively. Works in coordination with project lead and takes direction as appropriate to ensure larger EAH project goals are met.
- Responsible for oversight of facilities vendors, including those involving capital projects, preventative maintenance, cleaning equipment, and those relating to the safety and security of the corporate buildings owned by EAH including building systems, management, and daily maintenance.
- Under the direction of the Director, Facilities, assists with the process of opening a new property or taking over an acquired property ensuring that operational goals are met.
- Under the direction of the Director, Facilities assists Real Estate Development department during the construction/acquisition phase of each project to ensure that operational goals are met.
- Solicits proposals and prepares EAH Work Authorizations; inspects completed work; reviews and approves invoices within authorized limit.

Capital Improvement Projects – Corporate and EAH Properties

- Updates the company's capital improvement paperwork to include a more comprehensive set of documents for sending out RFPs with adequate specifications, comparing bids, executing contracts, and implementing change orders.

- Reviews capital improvement projects and ensures bid packages contain all required documentation, including any required insurance binder, and that bids are comparable before presenting to the President/CEO for approval. May act as liaison between contractors and Corporate/EAH property staff to provide project specifications, obtain competitive bids, and ensure execution of company-approved contracts as needed
- As assigned, inspects Corporate offices and assigned properties to identify capital improvement needs and prepares comprehensive report, as needed.
- Oversees vendor contract administration (including scope of work, request for proposals, bids, deliverables, and evaluation of vendor performance). Approves workmanship of projects completed prior to issuance of vendor payments, as requested by a President/CEO and/or Real Estate Management staff.
- Maintains a copy of all capital improvement work, by vendor, in a set of vendor files, which may be kept in electronic format.
- Leads implementation of EAH's environmental sustainability initiative.

Vendor Management

- Negotiates with vendors to obtain the best possible pricing for goods and services. Check references on new vendors.
- Sets up and maintains roster of national vendor accounts for Corporate offices and assigned EAH properties.
- Provides input for the selection of contract services, vendor negotiation of service agreements and is involved in the day-to-day monitoring of vendor performance to assure full compliance with standards established within the service agreement. Adheres to all corporate-required purchasing policies and controls, including, but not limited to, all outside contractor bids, budgets, and schedules.
- Manages RMIS program including new property set-up and Resident Manager training.

Emergency Evacuation Plans

- Develops individualized emergency plans for each Corporate office and assigned EAH properties.

Solar PV and Utility Benchmarking

- Oversees tracking of solar PV system performance.
- Coordinates Sunrun and Resident Managers regarding site scheduling (surveys, construction). Reviews roof warranty and related issues for installations.
- Supports property management when PV systems need maintenance and/or repairs and budget considerations.
- Participates and coordinates plan assessments, site visits, safety meetings, and warranty documentation including SOMAH program with Sunrun.
- Oversees Energy Star Portfolio Manager accounts. Responsible for setting up and managing access utility web portals.
- Responsible for meeting State of California and other local municipality's benchmarking program regulations.

- Responsible for participating in, and providing, benchmarking to Better Building Challenge (BBC).

OTHER DUTIES

- At the direction of the Director, Facilities Management, assists with Facilities Management projects at EAH properties.
- Represents EAH in appropriate professional and community organizations, as needed.
- Keeps current on local, state, and federal issues related to affordable housing and areas of responsibility and disseminates information to others.
- Maintains confidentiality of resident, applicant, and or employee information. BB. Attends and actively participates in mandatory meetings and trainings.
- Actively participates in EAH's Injury and Illness Prevention Plan.
- Regular and predictable attendance.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent. 3 - 5 years' experience in facilities management, building maintenance, HVAC, and electrical issues. 3 - 5 years' experience in project management, logistics, negotiating with vendors to obtain competitive pricing or property management.

OTHER REQUIREMENTS

- Must have valid driver's license and DMV clearance.
- Must have access to reliable vehicle and maintain own auto insurance in accordance with EAH minimum requirements.

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for

marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB - 16985

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