



## Facilities Manager (Bridge Park)

### Summary

The Facilities Manager performs various corrective and preventive maintenance duties necessary to maintain and enhance Crawford Hoying's commercial and residential properties at Bridge Park. Duties include, but are not limited to, HVAC, plumbing, electrical, carpentry, and grounds maintenance. In addition, the Facilities Manager will provide leadership and instruction to Bridge Park Service Technicians for both commercial and residential properties. As the basis for leadership and management, this individual shall implement the 7 Core Values that Crawford Hoying has established to maintain its desired culture.

### Job Responsibilities (responsibilities may include but are not limited to the following)

- Train, lead, and mentor Bridge Park Service Technicians by teaching, coaching, leading by example, and exemplifying the 7 Core Values established by Crawford Hoying
- Inspect the physical property sites at Bridge Park, identifying all areas in need of immediate or future repairs and maintenance, and provide an inspection report to the Vice President of Quality Control
- Prioritize, complete, or delegate maintenance work and maintenance service requests, including but not limited to carpentry, plumbing, painting, electrical, HVAC, masonry, and other general maintenance in accordance with company standards and local city, state, and federal building codes when applicable
- Maintain the on-call schedule for Bridge Park Service Technicians for all evening, weekend, and holiday work; ensure that on-call service requests are answered and completed; track the status of on-call work orders
- Negotiate contracts with vendors and contractors and schedule work
- Inspect vendor/contractor work to ensure quality, completeness, and compliance with company standards
- Perform other duties as assigned

### Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Leadership and accountability
- Responsibility and sound judgment when working with limited direct oversight
- Flexibility and effectiveness in managing personnel
- Service request resolution within 24 hours
- Service request quality
- Customer service feedback
- Strategic approach to problem-solving and troubleshooting

### Preferred Knowledge, Skills, Education, and Experience

- 5-7 years of property maintenance experience
- 3-5 years of personnel management experience
- Advanced maintenance skills related to painting, carpentry, electrical, HVAC, plumbing, pool maintenance, and emergency/security systems
- Effective oral and written communication skills
- Ability to give clear direction and respond to inquiries
- Understanding of accounting principles and budget process
- Project management skills, including planning, organizing, and coordinating tasks

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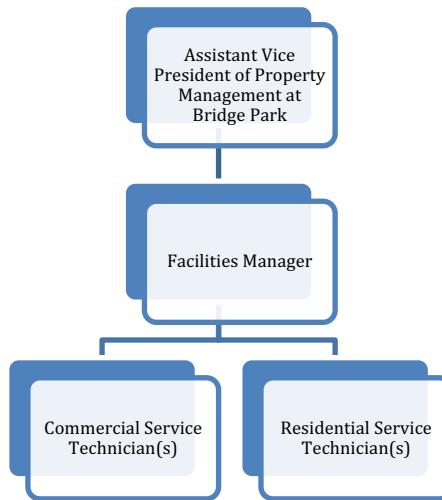
- Negotiation and conflict resolution skills
- Knowledge of first-aid and safety procedures
- Computer proficiency
- High school diploma or equivalent, supplemented by specialized courses in HVAC, plumbing, electrical, and carpentry
- Valid driver's license

### **Work Environment**

The Facilities Manager interfaces with external and internal customers, residents, and vendors on a regular basis. Hours are typically 7:30 am to 4:30 pm. The Facilities Manager must be available to work overtime and on-call, as needed, and must be flexible and readily available, depending on the needs of the property.

### **Reporting Structure**

The Facilities Manager reports to the Assistant Vice President of Property Management at Bridge Park and oversees a team of Commercial and Residential Service Technicians.



### **Physical Requirements**

The Facilities Manager's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, stooping, kneeling, crouching, or crawling. This position may require lifting and/or moving up to 50 pounds and operating power tools. The Facilities Manager must be able to drive during the course of work.