

ST+HOPE

DEVELOPMENT CO

Job Description Plant and Properties Manager

Position Summary

The Plant and Properties Manager manages all aspects of St. HOPE Properties. This person will ensure all buildings are occupied, tenants are happy, and the facilities are in outstanding condition. The Plant and Properties Manager will manage all facilities and properties personnel, contractors, and vendors.

The Properties Manager reports to the Chief Executive Officer.

Responsibilities will include:

Tenant and Property Management:

- Ensures all St. HOPE Properties are occupied with top notch tenants contributing to the St. HOPE mission of revitalizing Oak Park.
- Ensures all properties are clean, kept in immaculate condition, and exceed all health and safety standards.
- Performs constant monitoring of sites for issues.
- Constantly looks for ways to improve our properties.
- Supports the leadership team and sometimes leads various development improvement projects.

Personnel Management:

- Manages facilities and properties personnel by providing daily checklists and follow ups, semi-annual reviews, and ongoing feedback.
- Manages all contractors and vendors to ensure projects are within budget, on task, and of excellence.
- Works closely with members of the Senior Leadership team and Executive Leadership Team to ensure operational excellence and a sound St. HOPE culture.

Financial Management:

- Manages the overall properties and facilities budget and strives to minimize costs.
- Obtains at least three quotes for work exceeding \$1,000 and diligently selects the best contractor/vendor for the job.

St. HOPE Public Schools Facilities:

- Manages all facilities staff and Plant Manager to ensure excellence of both the PS7 Elementary and Sacramento Charter High School facilities.
- Manages key distribution and contracts.
- Manages alarm and bell systems.
- Manages the Facilities Help Desk.
- Serves as the liaison between SHPS and SCUSD as it relates to facilities management.
- Supports and works with the leadership team on major facility improvement projects.

Qualifications

We are seeking candidates who believe deeply in our organization's mission and who thrive in a dynamic environment. Additionally, candidates must also possess the below knowledge and abilities:

Skills

- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Excellent organizational and task orientation skills
- Excellent team management and leadership skills
- Good analytical/critical thinking

Required

- Preferred Bachelor's Degree
- Minimum of 3-5 years experience in facility management
- Ability and willingness to work on multiple projects at one time
- Ability to work on site in office and remotely from different St. HOPE facilities and site locations
- Ability to work varied hours both during and after regular work hours.
- Ability to be on call during after hours.

Salary

St. HOPE offers competitive wages and benefits commensurate with qualifications and experience. This is a full-time exempt position.

To Apply

All candidates for this position must submit the following two pieces of information. *Please note you must submit both documents or your application will not be considered.*

1. Resume

2. Thoughtful cover letter outlining how your skills and experience meet the qualifications of this position and stating how you heard about this opportunity

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.