

CASA Job Description

Job Title: Facilities Director

Department: Maintenance

Reports To: Sr. Director of Property Management

FLSA Status: Exempt

Summary: Responsible for overseeing all maintenance operations on all CASA owned properties and managing and supporting the maintenance supervisors by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Provides oversight and supervision to the maintenance supervisors as they coordinate and assign all work orders, preventative maintenance, inspections, and make readies.
2. Supports the maintenance supervisors and the property site supervisors by providing coaching, annual performance reviews, and leading efforts on hiring.
3. Inspects work performed by vendors, reviews invoices, and authorizes payments.*
4. Coordinates key management system
5. Reviews weekly maintenance schedules including vacant turns, preventative maintenance and work orders with supervisors.
6. Coordinates site and unit inspections with funders and investors from City, State and Federal agencies.
7. Works with the asset manager and chief financial officer to develop a replacement schedule and to forecast costs for all properties.
8. Review and revise capital needs assessment on an annual basis for all CASA buildings.
9. Provides after hours on-call coverage and support as required.
10. Develops and updates property management policies and procedures.
11. Works in partnership with the housing director regarding communication and systems for joint activities between leasing and maintenance.
12. Tracks expenses to budget and complete work within funders' timeline.
13. Assists the chief financial officer annually with the development of property budgets.
14. Performs other related tasks as assigned by the senior management team.

Supervisory Responsibilities:

Manages subordinate supervisors who supervise employees in the Maintenance Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education/Experience:

High school diploma or general education degree (GED); and four to six years supervisory experience; or equivalent combination of education and experience.

*Essential Function