

I. POSITION PURPOSE

Responsible for the overall operations and financial oversight of multiple assets in California, in accordance with company policies, procedures and standards and client SLA's. This position will report into Irvine, CA. The primary site is located in Sacramento. Additional facilities within the area of responsibility include Walnut Creek, Alameda and San Francisco. This position will also serve as backup coverage for Irvine.

II. ACCOUNTABILITIES

May be responsible for one or more of the following:

- Supervise vendors and contractors
- Comprehension of base building systems and infrastructure
- Identify and implement savings initiatives
- Develop and manage operating and capital budgets
- Comprehension of leases including operating and tax escalations
- Prepare monthly financial reports
- Work with engineering team to ensure optimal functioning of building systems (HVAC, fire/safety equipment, elevators, etc.)
- Develop comprehensive annual inspection process for facilities
- Coordinate/manage insurance and service contract requirements and associated vendors
- Ensure adherence to Facilities Management Policies and Procedures
- Develop/maintain positive relationships with internal/external customers and facilities staff
- Manage assets in compliance with contract and SLA's
- Manage customer requests and work with call center to ensure that SLA's are met.
- Ensure that space occupancy data is current for all assets in portfolio

III. MINIMUM REQUIREMENTS

- Bachelors Degree in Business Administration or related field or equivalent to appropriate 4-year college program
- 5-7 years experience in Facilities/Engineering

- Experience with building systems and critical environments
- Demonstrated leadership/management skills
- Must be detail oriented, analytical and computer literate
- Strong verbal/written communication skills
- Proven record of providing excellent internal and external customer service
- Strong interpersonal skills and problem solving ability
- Knowledge of basic business and accounting practices