



## JOB DESCRIPTION

### Facilities Manager

#### Summary and Purpose:

The Facilities Manager is the lead in managing HRB's rental properties to ensure our success in fulfilling our mission to provide comfortable, safe, and affordable housing to people priced out of the open market. This position requires construction/maintenance work and long-term analysis and planning for the sustainability of our rental portfolio. This position works closely with the Property Manager.

**Reports to:** Executive Director

**Schedule:** 30 – 40 hours per week, in person

**Compensation:** \$60,000-\$75,000 annually (FTE), dependent on experience

**Benefits:** Health and dental benefits (for employees working 30+ hours per week); matching IRA after one year; vacation, sick and holiday pay

#### Responsibilities of this position:

- Perform various maintenance/repair tasks including electrical, HVAC, plumbing, carpentry, appliance repair, and other miscellaneous equipment maintenance and repairs. When appropriate, delegate to on-staff technician or contractor, ensuring that the work meets quality and timeline standards.
- Ensure that the overall appearance and safety of HRB properties including grounds, amenities, building exteriors and interiors, curbs, signage, common areas, parking lots, and common areas are maintained.
- Provide superior customer service to all tenants, funders, and partners.
- Monitor and manage the overall performance of HRB's rental portfolio.
- Direct and supervise the daily activities of maintenance staff and provide training as needed.
- Manage and oversee the work of outside contractors.
- Manage vendor relationships and order supplies and equipment with cost efficiency and quality in mind.
- Manage all capital replacement projects.
- Ensure all properties meet the compliance requirements of funding partners.
- Prepare and submit compliance reports as required.
- Develop and monitor property maintenance budgets, replacement reserves, and capital needs assessment.
- Conduct regular site and unit inspections.
- Create and implement preventative maintenance program.
- Maintain detailed records of maintenance and property activity.
- Prepare reports and participate as needed in HRB board and committee meetings.

**Requirements/Qualifications:**

- 3-5 years supervisory experience in maintenance and project management, preferably in affordable housing.
- Knowledge and experience with basic maintenance involving HVAC, appliances, water heaters, general plumbing, carpentry, and painting.
- Ability to step in and perform or assist with maintenance tasks if needed.
- Strong financial analysis skills and experience with budgets, preferably in affordable housing.
- Understanding of structural racism and a commitment to advancing housing justice. Experience embedding equity in department policies and culture.
- Demonstrated ability to work both independently and collaboratively with colleagues, stakeholders, community members, and project partners.
- Strong facilitation and creative problem-solving skills.
- Demonstrated proficiency in Microsoft Word and Excel and database applications.
- Ability to be available for afterhours emergencies 3-4 months per year.
- Ability to work in person on Bainbridge Island.

**To apply:** Please send resume and cover letter to Executive Director Phedra Elliott at [phedra@housingresourcesbi.org](mailto:phedra@housingresourcesbi.org).

**About Housing Resources Bainbridge:**

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island's only nonprofit affordable housing provider and advocate. As a community land trust, we conserve land for permanently affordable housing, for rent and sale.

Stewardship is a key component of the land trust model. We offer rental assistance with social services to increase financial self-sufficiency, shepherd prospective owners through the home-buying process, and support current owners in maintaining the physical and financial health of their homes. We also help older adults and people with disabilities age in place by performing home repairs and modifications.

To those at risk of displacement and homelessness, HRB provides not only housing stability, but access to the strong schools, clean air, and safe neighborhoods of Bainbridge. In this way, we are promoting social and economic mobility and building a more equitable society. We believe that a strong community is an inclusive one.

Housing Resources Bainbridge (HRB) is an equal opportunity employer committed to strengthening our workplace through equity, diversity, and inclusion. Pursuant to federal, state, and local law and our personnel policies, we do not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or source of income.