

EMPLOYEE:	JOB TITLE:	REPORTS TO:
PROPERTY: Corporate	EFFECTIVE DATE:	STATUS:

JOB SUMMARY

Under the supervision of the Director of Facilities, the Facilities Manager is part of the Facilities Management Core Team and supervises a staff of 1 or more. Trillium currently manages 27 affordable properties, 2500+ units. The Facilities Manager is responsible for ensuring that Trillium’s properties are maintained in high quality, that physical standards are set and met, and that all federal and local laws and regulations are complied with.

ESSENTIAL DUTIES - Staff Supervision and Leadership

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

- Directly **supervise the Assistant Facilities Manager** and any future facilities positions under the Facilities Management jurisdiction.
- Establish competencies and success criteria for each directly supervised position, as well as for all maintenance and custodial roles. Participate in the hiring process for site-level maintenance lead staff.
- Manage facility staff to ensure they deliver expected service levels within the allocated budget.
- Identify training needs, provide coaching, and motivate direct reports. Responsible for hiring, termination, compensation, and performance evaluations.
- Oversee the training of new and existing employees on product use, equipment handling, and safety protocols.
- Serve as a resource for building maintenance, responding to building emergencies as needed, including after-hours.
- Conduct property visits to ensure consistency and foster a positive work environment.
- Provide expertise in facility systems and offer design recommendations to Housing Development for building rehabilitation and new construction projects.
- Act as the Facilities Liaison for the Safety Committee.

PROPERTY STANDARDS

- Conduct annual facilities assessments for each property to determine capital needs prioritization.
- Ensure compliance with all applicable federal and local laws and regulations, including local building codes, OSHA standards, and the Americans with Disabilities Act (ADA) requirements.
- Ensure compliance with Cal-OSHA and other state and federal workplace safety and accident reporting requirements.
- Oversee health and safety across the portfolio.
- Develop and maintain physical quality standards for the portfolio.
- Develop inspection protocols to ensure quality standards are maintained.
- Develop and maintain operation and maintenance policies and procedures.
- Collaborate with Asset Management to ensure Capital Needs Assessments are completed as required.
- Develop, maintain, and oversee the completion of preventative maintenance and emergency preparedness plans for each property.
- Provide subject-matter expertise to Trillium staff, external partners, and investors.



TRILLIUM

Facilities Manager

- Conduct annual commercial space inspections in partnership with the commercial management agent, make recommendations, and oversee repairs and tenant improvements.

FINANCIAL RESULTS

- Assist in the preparation of the annual budget and make recommendations for maintenance expenses by reviewing annual financials.
- Oversee major building systems replacements, repairs, and complex maintenance issues, from diagnosis through scope of work to completion.
- Identify alternative repair methods and negotiate contracts to achieve cost savings.
- Work with the Director of Facilities Management to establish procurement standardization and vendor selection protocols.

VALUES

Trillium expects all employees to embody the organization's values, which are as follows:

- **Integrity:** We strive for candor, respect, and honesty, and aim to serve as a model of ethical behavior.
- **Excellence:** We continually push ourselves to improve and produce high-quality work.
- **Diversity:** We treat everyone with respect and believe that diverse experiences and perspectives add value.
- **Collaboration:** We enhance our impact by working together with internal and external partners, creating partnerships, soliciting, and responding to input, and sharing our knowledge.
- **Equity:** We strive for economic and social justice for all people, especially those with limited power and resources.

REQUIRED SKILLS AND KNOWLEDGE

- Demonstrated leadership, management, and supervisory skills sufficient to hire, lead, direct, evaluate, and manage staff and outside contractors.
- Ability to professionally represent facilities information to diverse customers, including tenants, investors, regulatory and municipal representatives, and other stakeholders.
- Capability to inform and lead change efforts.
- Skill in clearly and respectfully communicating positions, especially to those with limited expertise in facilities.
- Proficiency in multi-tasking and prioritizing in a fast-paced environment.
- Active listening skills aimed at reaching agreements within the department or across departments.
- Knowledge of building systems, including structural systems, building envelopes/exteriors, utilities, heating and cooling, emergency systems, and elevators.
- Thorough knowledge of "best practices" in multifamily building maintenance, repair, and unit turnover.
- Understanding of landlord-tenant law and procedures.
- Strong and effective writing and organizational skills.

Minimum Qualifications

- Bachelor's Degree in Facility Management, Design and operations or 5 years related field experience.
- 5 years of residential maintenance or related building experience.
- 1 year of supervisory experience.
- Advanced knowledge of building systems.
- Computer literate with experience in Microsoft Word & Excel and Outlook.



Preferred Qualifications

- FMP or CFM Certification.
- Credential or license in construction, architecture, or facilities management.
- Proficiency with facilities database systems.
- Advanced skills in plumbing, electrical work, and carpentry.
- Possession of a valid California driver's license, vehicle registration, and a motor vehicle report meeting Trillium's insurer's minimum requirement.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms.

Limitations & Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. This job description is subject to change at the management's discretion and is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:
HUMAN RESOURCES SIGNATURE:	DATE:

Physical Job Requirements – Facilities Manager

Essential Activities – Please check those activities that are essential functions of the position (the core purpose of the position):

1. Body Movements

- Lifting weight 0 - 25 lbs.
- Lifting Frequency Occasional
- Bending / pushing Occasional
- Reaching overhead Occasional
- Pulling loads Occasional
- Kneeling Occasional
- Climbing step ladders Occasional
- Climbing stairs Occasional
- Wrist torquing Occasional
- Gripping Occasional
- Driving Hours at a time: _____ Total Hours: _____

2. Repetitive Hand Motion

- Keyboard / typing Frequently
- Gripping / clicking mouse Frequently
- Collating Frequently
- Stapling Frequently
- Telephone Frequently

3. Visual and Auditory Acuity

- Accurate color perception
- Accurate depth perception
- Ability to hear emergency communications over telephone

4. Physical Hazards

- Ladder > 10ft Elevated work surfaces Confined spaces
- Paint / lacquer Electrical < 120 V Electrical 120 -160 V
- Pressure and vacuum

EMPLOYEE SIGNATURE:	DATE:
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