



*Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost-effective basis. Our team members will be experienced, ethical, qualified, effective, and efficient in all phases of service. Our team will embrace technology, foster leadership skills, and use clear communications to achieve our growth.*

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**Title:** Facilities Operations Manger  
**Department:** Facilities  
**Reports to:** Senior Director of Facilities  
**Status:** Full-Time, Salary, Exempt  
**Revised:** April 2022

### **General Description**

As a member of the Facilities Leadership Team, the Operations Manager provides oversight on the maintenance of buildings and grounds for a portion of the Buckingham portfolio, including mechanical, electrical, fire/life safety, and elevators.

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

#### Facilities Maintenance & Repairs:

- Manages all aspects of major repairs and maintenance of all buildings and premises managed by Buckingham Properties in accordance with established standards, practices, and procedures.
- Investigates, evaluates, and recommends new materials, systems, and equipment.
- Examines facilities and evaluates elements such as HVAC, lighting, equipment size, conditions, and suitability for occupancy.
- Coordinates and monitors status of work orders, estimates, materials and labor costs, requests, and purchases materials and equipment.
- Maintains control over all equipment and vehicles of the department including proper and authorized use.
- Assesses equipment needs, evaluates pricing, and makes recommendations to the Senior Director for replacement or major repairs.
- Enforces policies and procedures and provides support for disaster management.

#### Budget & Cost Savings Management:

- Responsible for managing to the operational budget of the department, cost controls and allocation of resources to ensure efficiency.
- Assists in formulation and coordination of annual operating and capital budgets. Monitors budgets for reasonableness and corporate compliance.
- Coordinates maintenance and repair activities to ensure attainment of budget and schedule objectives.

#### Staff Management:

- Hires, trains, supervises, and evaluates members of the Facilities team.
- Coordinates the communication of operational procedures to the Facilities team.
- Providing support and direction to the Field Supervisors and field staff to ensure efficient execution of all tasks relative to the maintenance and care of Buckingham's facility resources.
- Verifies department employee timesheets for accuracy and compliance with Conservancy policies and procedures.

## Vendor & Contractor Management:

- Evaluates proposals and bids for various repairs and maintenance projects and assists in selecting appropriate vendor.
- Manages vendors and in-house staff to ensure properties are properly maintained, operated, and documented.
- Provides direct supervision along with Field Supervisors and coordination of subcontractors and temporary construction workers for those projects in which Buckingham acts as general contractor.

## **Minimum Qualifications**

### Education & Experience:

- Bachelor's Degree in engineering, facilities, or property management preferred, or degree in another field with demonstrated leadership in facilities management at the level of Supervisor or Manager.
- Five years experience as a manager or supervisor
- Demonstrated increase in responsibilities during employment history.
- Previous management of large and complex budgets, projects, and organizations.
- Valid and clean driver's license.

### Skills:

- General management and organizational skills necessary to manage a large and diverse department.
- Ability to communicate effectively utilizing interpersonal skills to maintain effective relationships with tenants, vendors, and employees.
- Knowledge of all phases of facilities operation, maintenance and repair.
- Skill in areas of budgeting.
- Ability to express oneself clearly and concisely in presenting ideas and concepts both in verbal and written form, including preparation of legible and accurate reports.
- Ability to multi-task and handle short-term deadlines and conflicting priorities.
- Advanced computer skills are required. Experience working with Microsoft Office Applications.

## **Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to lift up to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*