



DIRECTOR OF FACILITIES MANAGEMENT AND CAPITAL PLANNING

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at: www.peabodyproperties.com

ABOUT THE JOB

Peabody Properties, Inc. is seeking an experienced, Director of Facilities and REAC Management. The Director works collaboratively with Officers, Clients and Staff to provide superior leadership, customer service, supervision, fiscal management, capital improvement oversight and key deliverables in the area of affordable and market rate housing facilities management and capital planning.

Other responsibilities include, but are not limited to; preparing and providing capital improvement cost analysis reports for property refinancing and repositioning, oversight of Capital Needs Assessments (CNA), REAC preparedness, Energy Saving grants and other cost savings initiatives.

The ideal candidate will have senior level experience in construction and/or advanced building systems operations, excel in owner and client relationships and communication, capital needs budgeting, ability to understand and evaluate engineering reports, capital system replacement schedules.

QUALIFICATIONS

Candidates must have:

- * Significant experience in construction and advanced building systems maintenance
- * Demonstrated facilities management expertise in affordable and market rate rental housing
- * Demonstrated leadership and supervision of maintenance service managers and maintenance technicians of affordable and market rate housing
- * Strong financial skills and management of major capital budgets required
- * Solid contract management and purchasing skills
- * Proven ability to evaluate and pursue energy conservation opportunities for rental portfolio including developing scope of work
- * Demonstrated ability to provide portfolio-wide facilities management technical support
- * Strong facilities software experience and expertise
- * Proven ability to work in fast paced, results oriented environment
- * Ability to communicate effectively, both written and verbal

- * Excellent customer service skills a must

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184

