



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 Management and Capital Planning. The Director works collaboratively with Officers, Clients and Staff to provide superior leadership, supervision, fiscal management, capital improvement oversight and key deliverables in the area of Facilities Management, Capital Planning, REAC and other regulatory inspections.

Other responsibilities include, but is not limited to preparing and providing cost analysis reports including, but not limited to property refinancing, and repositioning, new business proposals and acquisitions, participate/initiate in the acquisition of timely comprehensive Capital Needs Assessment (CNA) or in the updating of existing capital assessment, REAC preparedness throughout the portfolio, all energy saving initiatives, programs, grants including Wegowise, the HUD Better Buildings Challenge and BERDO (Boston).

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

QUALIFICATIONS

Candidates must have:

- * Significant experience in construction or advanced system maintenance required
- * Demonstrated leadership, supervisory, people management and communication skills
- * Professional decorum and positive example of competence, integrity and leadership for all staff to follow
- * Strong financial skills, solid skills reading, understanding and managing capital budgets
- * Solid contract management and purchasing skills
- * Strong negotiation skills
- * Excellent organizational skills
- * Demonstrated ability to handle multiple requests in a timely manner
- * Ability to effectively train, provide technical support and affect change
- * Strong computer skills with emphasis on establishing and maintaining informational databases
- * Ability to communicate effectively, both written and verbal

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

