

## **AIRPARK FACILITIES MANAGER**

The England Economic and Industrial Development District is looking for an **AIRPARK FACILITIES MANAGER**. This facilities management position, located in Alexandria, LA, represents a tremendous opportunity to support a multi-faceted community that includes residential, industrial and air service properties.

The position is responsible for managing the maintenance and upkeep of the organization's property, including housing units, commercial buildings, and vacant areas, ensuring that they are marketable and meet community standards. The ideal candidate will have verifiable experience executing contracts, developing processes, and managing contractors. The position requires the ability to direct the efforts of a large department to make certain all facilities are developed and maintained in a manner that continues to provide economic development for our community and opportunities for our business partners.

### **Some of the Duties include:**

- Develop and administer a comprehensive plan covering preventative maintenance, renovations, and administration for both residential and commercial properties.
- Responsible for representing organization while showing properties, discussing contractual opportunities and limits, and finding resolutions to tenant / partner complaints.
- Manage relationships with contractors and service providers ensuring obligations and work are fulfilled to organization's standards.
- Serve as a leader in the organization's effort to discover opportunities to maintain visually aesthetic properties and provide extraordinary customer service to our community partners.
- Develop and manage strategy for the efficient balance between third party and in-house utilization of personnel and resources.
- Monitors all stages of large construction or renovation projects, including inspecting performance of work in accordance with terms and conditions of contract.
- Monitor, manage, and continually improve organization's work order process.
- Ensure departmental compliance with the organization's financial procedures and controls.
- Responsible for departmental budget, including inventory processes and management.
- Maintains knowledge and operates with acceptable industry knowledge of applicable federal, state, and local legal requirements.
- Various special projects and any other related duties as assigned or requested.

### **Qualifications:**

- Minimum of five (5) years' experience in property or rental management that includes complex contractual obligations.
- Experience managing the department with a work order process that includes both skilled and non-skilled labor.
- Preferred experience managing commercial and residential housing on a large scale.
- Preferred relevant experience negotiating and communicating complex commercial contractual obligations.
- Driver's license and ability to successfully complete applicable criminal background checks

The England Economic and Industrial Development District is an independent political subdivision of the State of Louisiana. England Airpark is composed of 3600 acres which includes Alexandria International Airport (AEX). A mixed-use development, England Airpark has over 300 units of residential housing and 1.5 million square feet of commercial space. Aviation, transportation, manufacturing, education and health care opportunities exist on site.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

The position is scheduled to be open until September 13, 2024. For assistance in the application process, please call 318 -427-6406 or email: [HR@englandairpark.org](mailto:HR@englandairpark.org)