

Property Manager

Start Date: Immediate
Team: Team Operations/Facilities
Location: Providence, RI

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 38 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 13,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First Rhode Island schools currently occupy two leased properties in Providence and Cranston, RI. The School Operations teams hold responsibility for operating and maintaining existing facilities, with the support from Network Team Facilities. Reporting to the Senior Director of School Operations, with a dotted line reporting relationship to the Director of Business Services & Finance and Schools Directors of Operations, the Property Manager will oversee the facilities operation and maintenance for all existing and future schools in the district.

This position is unique in that the Manager will be responsible for coordinating and fulfilling the needs of requests of multiple schools. The Manager must consistently work to ensure that the properties create a bright and inviting atmosphere, communicate excellence and professionalism, and inspire learning. To this end, the Manager will work with the Directors of School Operations, school operations teams and Network Facilities staff to make sure that there is standardized and effective operations and maintenance of all Achievement First facilities. The ideal candidate will be excited about facilities and property management, will be comfortable with both office and field work, will have exceptional multi-tasking abilities, superb organizational skills, excellent communication skills, and will be self-directed. As the region is actively growing, there will be opportunities for a motivated candidate to take on roles of increasing responsibility and independence.

Responsibilities of the Property Manager will include but are not limited to:

- **Property Management for Schools:**
 - Receive and respond to all property-related work orders in a quick, professional, and results-oriented manner.
 - Diagnose and resolve facility problems (e.g., leaks, popping tiles, broken windows), including receiving, investigating, and responding to property-related emergency calls.
 - Establish standard operating procedures for all required aspects of the building (e.g. waste management plan)
 - Oversee existing contracts for grounds upkeep and landscape maintenance; interior and exterior cleaning; custodial services; maintenance of all mechanical systems; snow and ice removal from property and leased parking lots;

- Ensure that all facilities management related staff (e.g. custodians, contractors) exemplifies Achievement First RI schools' core values at all times.
- Provide and foster positive relationships with local school administration and facility services staff, third party service providers and Network Facilities management.
- **Facility Operations and Maintenance (O&M):**
 - Conduct regular facility inspections and oversee the performance of all preventative, corrective, and general maintenance and repairs.
 - Conduct building conditions assessment to determine O&M needs, immediate and future; consult with local school staff and administration as required to align facility services with academic programming needs. Develop comprehensive annual inspection process for schools; complete weekly, monthly, quarterly, and annual inspections as required for specific assets, and as dictated by best-in-class practices, and/or local school administration requirements.
 - Procure, negotiate and manage competitive property/facility management services (e.g., custodial, mechanical servicing, landscaping) , including obtaining competitive bids, directing and providing adequate field supervision for, and inspecting the work performed by contractors, sub-contractors' services, vendors or other persons performing services in connection with the cleaning, operation, maintenance, and repair of the Property. Identify any additional property-related services for which contracts are needed.
 - Ensure that preventative maintenance (PM) occurs and records are maintained; oversee preparation and implementation of PM programs, based on equipment manufacturer recommendations and specifications and best-in-class industry practices. Problem solve and advocate for the school on all facilities related services, such as snow removal from city streets if the city is not doing an adequate job (e.g. not necessarily doing snow removal yourself but helping the school contact appropriate parties at the city)
- **Facilities Improvement:**
 - Make recommendations as to the maintenance and operation of the Property and demonstrate continuous effort to improve operations and energy usage, decrease turnaround times, streamline work processes, minimize costs and work cooperatively to provide excellent educational facilities.
 - Support Directors of School Operations, and Network Facilities Directors to coordinate and oversee building improvement and construction work to ensure timely and accurate completion of all construction work at each school; coordinate with local school administration to ensure proper and smooth implementation of all work.
 - Estimate site improvement costs; secure and negotiate competitive pricing from contractors, evaluate pricing, and make contractor recommendations to school on facility maintenance and repair areas and oversee improvements including system improvements, carpentry work, painting and decorating, etc.; assist the Director of Business Services & Finance in monitoring budget expenditures.
 - Assist in formulating capital renewal & replacement plans; maintain a multi-year capital improvement plan and budget that identifies capital improvements needed and estimated dates needed; assist in alignment of local school needs and budgetary parameters.
- **Facilities Compliance:**
 - Ensure schools adhere to environmental safety regulations (e.g., asbestos, radon, lead paint, PCBs, etc.) and serve as an environmental safety resource to our schools
 - Ensure compliance with established property management policies and procedures, codes, regulations, and governmental agency directives

- Conduct annual facility audit, and semi-annual Air Quality Assessments, as directed by Director of Facilities Management.
- **Other:**
 - Coordinating set ups/breakdown of furniture during school events
 - Handyman services where feasible
 - Other facility related items that arise.

Skills and Characteristics

In this role, the Manager will be directly contributing to the smooth operation of school facilities in support of our educational mission. The Manager will be expected to meet challenging assignments with a can-do creative problem-solving mentality, tenacity, and a sense of adventure. Specific skills desired of the ideal candidate include:

- Client/customer focused aptitude is a must
- Strong communication skills and keen judgment
- Ability to work on multiple projects simultaneously and prioritize work across stakeholders effectively
- Experience with vendor management and negotiations
- Financial acumen and problem solving/analytical proficiency
- Familiarity with and/or interest in facility or property management
- Ability to establish and maintain effective working relationships with others encountered in the work
- Highly developed organizational skills and exceptional follow-through on every single commitment
- Acute attention to the smallest details to ensure smooth, predictable, and effective outcomes
- Ability to work in a fast-paced, high-performing, but sometimes unpredictable environment
- Experience with Microsoft Word, Excel, and Outlook
- Motivation, maturity, humility, strong work ethic, sense of humor, "roll-up-my-sleeves" attitude
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- Bachelor's degree is preferred
- 1 - 2 years of work experience in a related field is preferred (or 8-10 years without degree)

Special Work Requirements

Some evening and weekend work may be required, and field work is a critical part of this position. The position will require regular travel between school sites. The ability to drive and reliable access to a car is necessary.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Achievement First is reviewing applications on a rolling basis, please apply immediately. To apply, send resume and cover letter explaining your interest in the position to:

Cassidy McKee
Director of Special Projects, Team Facilities
cassidymckee@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.