

Director of Operations – Residential & Mixed Use

POSITION SUMMARY

Reporting to the SVP Residential Asset Management, the Director of Operations is responsible for directing, coordinating, and managing the efforts of contractors, architects, engineers, attorneys, and government officials to expand, develop, and redevelop multifamily properties. This position also will coordinate with senior management on the budgeting, planning, and scheduling of specific projects within the portfolio.

QUALIFICATIONS

- Education:** A degree in a related field (Engineering, Architecture, Construction Management) is preferred, or if the Degree is outside a relevant field, 5+ years of relevant experience. (required)
- Experience:** 5+ years of Project/Facilities Management experience related to Multi-family renovations. 5+ years developing and managing budgets and scopes of work. 5+ years' experience communicating with Site-level and Senior Management with the ability to communicate plans/scopes.
- Skills:** Must have strong interpersonal, listening, and communication effectively (verbal and written). Working knowledge and application of OSHA, ISO, NFPA, ANSI, and ADA standards are required. Must be current in industry trends, best practices, and technology, have the ability to read blueprints and construction drawings, and have experience with large construction/renovation projects. Must have knowledge of estimating, budgeting, and scheduling practices. Must have outstanding organizational and time management skills. Must be proficient in using common business applications and have outstanding Internal and External customer service skills. PMP/CPAM or other recognized credentialing (preferred). Professional designations through facilities organizations are strongly preferred (BOMI, IFMA). Must have a valid driver's license and be able to travel at least 10%.