



## DIRECTOR OF FACILITIES SERVICES – The Rush Companies

**Department:** Rush Properties, Inc.  
**Reports To:** Vice President, Rush Properties, Inc.  
**FLSA Classification:** Exempt position  
**Date:** March 4, 2024

### Job Summary

Rush Properties Inc., (RPI), is a commercial real estate services firm that provides property management, brokerage, and facilities services. RPI is currently seeking a **Director of Facilities Services** to join our team and have responsibility for the first-class operation and management of a growing portfolio of commercial buildings in the Puget Sound region. The purpose of this position is to increase the value of our portfolio by overseeing, performing, and managing a team that provides efficient maintenance of all our commercial buildings. This is a hands-on position with approximately 75% of the time spent in the field.

### Essential Duties & Responsibilities

#### Facilities Operations

- Partners with the in-office service team to respond quickly and effectively to tenant requests for service.
- Represents the company professionally during all interactions with tenants, vendors, and Rush team members.
- Performs diagnostics, repairs and routine building maintenance in an efficient and effective manner using computerized maintenance management system (CMMS), access controls software, air conditioning controls software where required.
- Serves as lead project manager for maintenance and improvement work performed by outside vendors.
- Manages vendor contracts, relationships and trains vendors on work order and billing procedures.
- Responsible to understand and manage the Operations and Maintenance Manual for each assigned building.
- Performs role of Field Supervisor for field team members.
- Responsible to research, coordinate work and assign tasks including CMMS monthly preventive maintenance tasks.

#### People Management/Field Supervisor

- Performs ongoing training of field team for all equipment, systems, and practices on the portfolio of buildings.
- Performs quarterly and annual reviews of the field team in coordination with the Division Vice President.
- Provides safety training for field team members.
- Responsible to research, coordinate work and assign tasks.
- Uses PC, mobile applications and/or tablet for work order system, email, and process and procedure training.
- Responds to emergency calls as required, including during normally off-duty hours.
- Is part of the on-call rotation with other field team members.
- Serves as the team resource (go-to-person) on certain types of maintenance challenges (specialist).

#### Administrative/Financial Duties

- Assists in the preparation of operating and capital budgets.
- Processes certain invoices and ensures proper cost center coding.
- Reviews periodic reports including financials and explains variances. Works with finance team to correct errors.

## **Job Requirements**

- Technical training on HVAC/mechanical, electrical trades required, with certification preferred. EL07 Electrical license preferred. EPA Refrigerant handling Type I and II certificate required.
- Familiar with various HVAC systems including Variable Refrigerant Flow, Variable Air Volume, Split Systems, and Package Roof Top Units.
- Experience in successfully managing and leading a commercial facilities team.
- Ability to accurately use mobile work order and timecard system. Experience with Building Engines preferred.
- Experience successfully managing commercial construction / tenant improvement projects.
- Ability to meet deadlines, prioritize projects and manage broad facility responsibilities.
- Basic knowledge of financial terms and principles with basic analytical skills.
- Ability to comprehend instructions and correspondence and ask clarifying questions to ensure understanding.
- Ability to make decisions with general understanding of procedures to achieve set results and deadlines.
- Valid Washington state driver's license and acceptable Driver's Abstract.
- Works indoors and outdoors, in all-weather, as necessary. Able to self-direct and work alone or as part of a team.

## ***Experience***

- Minimum of 7 years of prior commercial facilities maintenance experience.
- Minimum of 3 years of prior management and leadership of a commercial facilities team.
- Advanced knowledge of and skills around building systems such as, but not limited to, HVAC / mechanical systems, electrical systems, septic systems, access controls systems, etc.
- Advanced skills with mobile applications and Microsoft Office.

## ***Additional Skills/Attributes***

- Team-oriented – willing to help others to achieve overall company goals.
- Detail- oriented – ability to stay organized while engaging in multiple tasks and delivering accurate work product on deadlines.
- Positive attitude – strives to create a collaborative and unified environment.
- Strong time management skills – self-motivated in completing tasks efficiently.
- Strong communication skills – ability to effectively communicate written and orally with customers, vendors, and team members.

## **Physical Requirements**

- Physical requirements include stooping, standing, walking, climbing stairs / ladders and ability to lift / carry heavy loads of 50 lbs or more.

For more information about The Rush Companies or the application process, please visit:  
<http://www.therushcompanies.com/about-rush/employment>.

**How to Apply:**

Please send cover letter and resume to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or send via U.S. mail to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr.  
Gig Harbor, WA 98335

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***Disclaimer:** This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities. The duties and responsibilities of the jobholder might differ from those outlined in this job description and that other duties, as assigned, might be part of the job.*