



Grubb Ventures is an award-winning boutique real estate development, management, and commercial leasing company that creates and redevelops high quality communities in infill locations in the Research Triangle Region of North Carolina. We continue to pursue excellence as we:

- Build award-winning assets with superior returns for our investors.
- Provide outstanding service to our tenants and residents.
- Reward performance and create an environment of collaboration and inclusiveness for our team.

Grubb Ventures is committed to:

- Creating properties that enhance the community.
- Build communities that support the wise use of resources.
- Donate time and resources to expand affordable housing opportunities, support local artists and build a more equitable community. Our team is committed to service, innovation, quality, integrity, sustainability, and diversity.

**We have a great opportunity in our Commercial Property group.**

We are seeking a highly skilled and experienced **Facilities Manager** to join our team in Raleigh, North Carolina. As the Facilities Manager, you will play a crucial role in ensuring the efficient and effective operation of our commercial properties. Your primary responsibility will be to oversee the maintenance and repair activities for our diverse portfolio of commercial buildings, ensuring they are well-maintained, safe, and compliant with all applicable regulations.

**Responsibilities:**

- Supervise Maintenance Team: Lead and manage a team of maintenance technicians across multiple properties, providing guidance, training, and support to ensure their productivity and job performance meet or exceed expectations.
- Maintenance Planning and Scheduling: Develop and implement a comprehensive maintenance plan for all commercial properties, including preventive maintenance schedules, inspections, and repairs. Efficiently schedule and prioritize maintenance tasks to minimize downtime and disruptions to tenants.
- Routine Inspections and Repairs: Conduct regular inspections of buildings and systems, identifying maintenance needs and ensuring prompt and effective resolution. Coordinate and oversee repairs, both performed internally and by external contractors, ensuring quality workmanship and adherence to timelines and budget.
- Budget Management: Assist in the preparation and monitoring of budgets, ensuring expenses are within allocated limits and that cost-saving measures are implemented without compromising safety or quality standards.
- Compliance and Safety: Stay up to date with local, state, and federal regulations regarding commercial property maintenance, safety, and environmental standards. Ensure compliance with all applicable codes and regulations, promptly addressing any issues or concerns.

- Vendor and Contractor Management: Establish and maintain strong relationships with vendors, contractors, and suppliers to ensure the availability of necessary resources and services. Obtain competitive bids, negotiate contracts, and manage vendor performance to meet service level agreements and quality standards.
- Record Keeping and Reporting: Maintain accurate records of maintenance activities, repairs, and inspections. Generate reports on maintenance performance, budget expenditures, and operational metrics to present to management.

### **Qualifications:**

- Excellent oral and written communication skills, interpersonal skills, with the ability to collaborate and build relationships with tenants, contractors, and colleagues.
- Basic understanding of Commercial lease types (Retail, Office, Warehouse)
- Proficiency with using CMMS platforms.
- Ability to adapt to the use of new software and building systems.
- Punctual and available after hours for emergencies.
- Driven by problem-solving and root cause analysis.
- Ability to be flexible in a fast growing and ever-changing environment.
- Excellent leadership and team management skills, with the ability to motivate and develop a diverse team.
- Strong organizational and time-management abilities, with a focus on prioritization and attention to detail.

### **Education and Experience:**

- High school diploma or equivalent; Association designations such as CPMM, CFM, SMA, ProFM; Additional certifications or technical training in building maintenance, electrical, plumbing, or HVAC systems is preferred.
- Proven experience (5+ years) in commercial property maintenance, with at least 2 years in a supervisory or leadership role.
- Strong knowledge of building systems, including HVAC, plumbing, electrical, fire protection, access control, security cameras, building automation, as well as general maintenance practices.
- Proficiency in interpreting blueprints, schematics, and technical manuals.
- Knowledge of relevant safety regulations and experience implementing, maintaining, and documenting safety programs.

**Come continue your career at Grubb Ventures** Where we make The Triangle a better place one property at a time for our customers, investors, team and community.

Please send inquiries and resumes to [hr@grubbventures.com](mailto:hr@grubbventures.com).

Grubb Ventures is an equal employment opportunity employer. Grubb Ventures' policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age, disability, pregnancy, military/veteran status, marital status, genetic information, gender identity, sexual orientation or any other basis protected by applicable federal, state, or local laws. Grubb Ventures also prohibits harassment of applicants or employees based on any of these protected categories. It is Grubb Ventures' policy to comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions.