



## THE POSITION: Facilities Manager

**Tahoe Regional Planning Agency** and our dynamic team of professionals seek a motivated **Facilities Manager** to manage TRPA's building.

The **Facilities Manager** will manage a 64,000 square foot mixed use (office & warehouse/shop) building in Stateline Nevada, provide technical support for daily operations and other TRPA programs as assigned, order all Agency office supplies, coordinate fleet vehicle maintenance and service, and maintain facilities.

### Overall Responsibilities

The duties of this position include, but are not limited to:

- Oversee the upkeep, maintenance and repair of buildings, grounds (landscaping) and fleet vehicles to ensure a safe, clean and functional environment.
- Manage tenant issues, including contracts and leases.
- Initiate and negotiate contracts and manage relationships for areas of responsibility with vendors and service providers. This includes preparing and issuing Requests for Proposals, following formal and informal bidding processes, related to vehicle fleet purchases, facilities maintenance, supplies and occasional construction activities while ensuring quality and cost-effectiveness of services provided.
- Plan and oversee building work and renovation.
- Coordinate maintenance of agency network printers/copy/fax machines.
- Develop and manage budget for facility operations and maintenance.
- Ensure that the facility complies with all applicable health and safety regulations.
- Develop and implement safety policies and procedures.
- Oversee security operation to ensure the safety of the facility and its occupants.
- Manage access control systems and related database information.

- Allocate and manage space within buildings for maximum efficiency.
- Plan for future development in line with strategic business objectives.
- Conduct facilities and safety/security onboarding for new employees.
- Procure all office supplies, equipment, materials and furniture for the Agency.
- Set up rooms for large public meetings, both at TRPA offices and offsite locations.
- Oversee services such as cleaning, catering, waste disposal and parking.
- Implement and oversee environmental sustainability initiatives to include energy-savings and waste reduction.
- Develop and implement emergency response plans and coordinate with local authorities and emergency services during incidents.



### Education and Experience

Bachelor's degree in Facilities Management or other related field AND five (5) years of experience in a facilities management role OR a minimum of eight (8) years' experience in facility/building management.

### Desired Knowledge, Skills, and Abilities

- Knowledge of building systems (HVAC, electrical, plumbing) and A/V equipment, alarm and building access systems.
- Knowledge of overall building and vehicle maintenance.
- Ability to coordinate use of agency vehicles.

- Strong planning and organizational skills.
- Ability to prioritize and re-prioritize tasks depending on agency/tenant needs and demands.
- Ability to analyze data and make strategic decisions related to building maintenance and the overall safety and security of the property and its occupants.
- Ability to handle and resolve emergencies and complex issues effectively.
- Ability to work independently or in a team environment.
- Good verbal and written communication skills.
- Ability to be tactful and non-confrontational in discussions with tenants and others.
- Knowledge of modular office furniture and walls.
- Ability to work on call outside of normal working hours.



### Physical and Mental Demands

**Physical Demands:** The essential function of the position requires the mobility to work in a standard office setting and use standard office equipment, including a computer, mouse and keyboard; this position also works in the field (outside) and requires walking the building, inspecting buildings, parking lots and other structures, including building roof. May require **occasional** sitting, standing and walking between work areas may be required; driving to and from vendors for supplies; repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment; visual acuity to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone or computer virtual software platform; climbing ladders; **occasional** bending, stooping, kneel, reach, push and pull drawers open and closed to retrieve and file information, lifting/carrying, pushing/pulling of 80lbs or less; **frequent** lifting/carrying, pushing/pulling of 40lbs or less.

**Mental Demands:** The essential functions of the position requires the ability to read and write both simple and complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; complete forms, perform clerical tasks, analyze, synthesize and compile information, supervise, instruct and influence others; work with precision, follow instructions, meet time requirements, memorization and problem solving skills, and use of independent judgment. This

position also requires the ability to verbally engage with a variety of individuals in person and/or over the phone and email and may involve heated discussion/disagreements and the ability to resolve conflicts.

### Working Conditions

Work is performed in both an office environment with moderate noise, lighting and temperature conditions, and outside work with exposure to heat, cold, wind, sun, uneven surfaces, and slippery surfaces and no direct exposure to hazardous substances. Work includes the use of computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days and weekends. May be required to be on call for emergencies outside of normal working hours.

### COMPENSATION AND BENEFITS

The salary range is \$61,969 to \$92,954. Starting pay is generally between the minimum (\$61,969) and the middle (\$77,461) of the range, with some flexibility, depending on experience. This is a full time, exempt position.

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 80 hours of Management Comp Time Off (MTO). Prorated based on hire date.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100 percent vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven percent of your annual salary toward your retirement. This plan has immediate participation and 100 percent vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100 percent employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Dog-friendly employer.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

## APPLICATION PROCESS

- **Applications due by end of day, Wednesday, July 17<sup>th</sup>.**
- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.

- **RECRUITMENT COMMUNICATION:** Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.

