



POSITION ANNOUNCEMENT

Senior Director of Property Management

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Senior Director of Property Management who will support the Vice President of Finance and Administration in the leadership of day-to-day workflow, scheduling projects and repairs, supervision of the Property Management Unit staff, and participate in the development of new construction. To be successful in this role, the Senior Director of Property Management must feel comfortable taking charge, juggle multiple projects or duties at once, and have strong supervisory and great time management skills. The Senior Director of Property Management will serve as an integral member of Administration and will contribute to the overall efficiency of La Casa de Don Pedro's facilities by providing close supervision of all La Casa de Don Pedro assets.

Duties and Responsibilities:

- Responsible for ensuring the upkeep of all properties, utilities, services, and grounds.
- Oversees maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other building systems.
- Manages, oversees, and schedules routine maintenance on all building systems, inspections, and emergency repairs with outside vendors.
- Responsible for processing payroll on a bi-weekly basis for unit staff.
- Interviews potential candidates, supervises and trains unit staff.
- Responsible for ensuring preventative maintenance agreements are adhered to by vendors.
- Seeks vendors and obtains estimates and quotes.
- Prepares facilities for changing weather conditions.
- Mitigates risk and oversees safety and security.
- Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces.
- Conducts safety inspections and walkthroughs on a weekly basis.
- Inspects and evaluates systems or facilities regularly to identify problems and determine maintenance or repairs that need to be performed.
- Meets with licensing inspectors to address any areas of concerns.
- Overseeing the planning and construction of new facilities or renovating existing ones.

- Working with Maintenance Supervisor to ensure that maintenance staff are performing all required tasks in a timely manner.
- Conduct follow-ups on all maintenance and repair work.
- Creates reports as needed concerning facility and maintenance updates, licensing, repairs, safety, and any outstanding items for leadership.
- Ensures the facilities comply with all relevant laws, regulations, safety, and licensing standards.
- Handles long-range planning to support future needs and growth.
- Helps with plans for renovations, additions, or new buildings.
- Maintains all inventory and equipment and ensures proper storage.
- Attend meetings with leadership, licensing, vendors, contractors, unit staff.
- Responsible for overseeing all Don Pedro Development Corporation (DPDC) Properties and participates in the development process of new constructions.
- Working with architects and designers to design new projects or make changes to existing structures.
- Oversees security of systems, networks, and enterprise information.
- Leads development and implementation processes for the organization's IT & security systems.
- Maintain company hardware and software programs and assesses the need for new equipment and/or software.
- Constructs and implements plans to ensure the organization's network continues to operate smoothly in the event of a problem.
- Creates standard of operation (SOP) procedures for the unit.
- Performs other related duties as assigned.

Educational, Required Skills and Experience Requirements:

- Bachelor's degree in facilities management, engineering, or business management.
- 3-5 years of facility, project, or general management experience.
- OSHA 30 certified preferred.
- Must be bilingual (English/Spanish).
- Strong leadership and excellent communication skills.
- Outstanding negotiating, decision-making, and strong critical thinking skills.
- Great organization and prioritization abilities with keen attention to detail.
- Familiarity with construction, architecture, and various systems, such as HVAC and electrical.
- Advanced mechanical skills and knowledge of electrical, plumbing, HVAC, and other building systems.
- Ability to read blueprints and working diagrams.
- Proficiency with the use of repair tools and techniques.
- Solid understanding of health and safety regulations and practices.
- Works well under pressure and meets tight deadlines.
- Proficient with Microsoft Office Suite or related software.
- Must be able to travel for business (conferences and ongoing professional development training).
- New Jersey driver's license required along with a good driver's license record.

Physical Requirements:

- Ability to lift heavy equipment, bending, reaching, standing, or walking for a lengthy period.
- Must be able to frequently lift and/or move up to 50lbs.
- Must be physically able to perform repairs and use working tools and equipment.
- Must be able to access and inspect areas of facilities and grounds.
- Must be able to climb up a ladder to inspect roofs, HVAC systems, etc.
- While performing the duties of this job, the employee will be exposed to a variety of extreme weather conditions.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 11-3013
- **Reports to:** Vice President of Finance and Administration
- **Schedule:** LCDP hours of operation are from 6:00am – 9:00pm. Senior Director of Property Management is expected to tend to properties and emergencies during early and late hours, weekdays, weekends, special projects, construction, and inclement weather.
- **Compensation:** Annual salary of \$100,000
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Senior Director of Property Management”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.