

Title: Director of Capital Planning and Maintenance	Housing Division
Status: Exempt	Reports to: VP, Procurement, Capital Planning, HUD Policy
Revision date: June 2021	Supervises:

**PURPOSE**

According to the prescribed policies and procedures of the organization including all applicable federal, state and local regulations and under the general supervision of VP, Procurement, Capital Planning, HUD Policy assumes responsibilities for Capital Planning and Maintenance while working in the Engineering department.

**ESSENTIAL FUNCTIONS**

**Capital Planning**

- Working in the Engineering department, oversee the Capital Needs Assessment process to ensure the reports are up to date for each property.
- Develop and oversee action plans for properties that have a capital funding gap.
- Monitor capital needs forecast to ensure projects are budgeted and completed.
- Provide necessary analysis to assist with budget based rent increases associated with capital planning.
- Provide functional support and supervision to property management and/or contractors responsible for new properties, renovation activities and operations related to Engineering and Asset Management activities.
- Oversee large property damage insurance claims and other major restoration projects.
- Maintain policies and procedures to insure capital planning processes are standard and consistent.

**Maintenance**

- Develop policies and procedures for maintaining facilities in a consistent manner.
- Implement new human resource policies regarding skill sets and career path of maintenance personnel.
- Provide subject matter expertise for training and onboarding maintenance techs.
- Continuously improve inspection protocols, application of the work order system, and reporting.

**Energy Management**

- Direct the procurement of utilities including analysis to ensure proper rate and contract execution with commodity suppliers.
- Research and pursue special incentives available from utilities, utility regulatory agencies, and other utility public benefit organizations.
- Evaluate and implement equipment energy efficiency upgrades.

- Develop and promote utility conservation strategies.
- Direct evaluation and implementation of internal Energy Policy.
- Ensure utility accounts for each property are gathered centrally, lead benchmarking and problem resolution.

**EXPECTATIONS**

- Demonstrates and maintains a positive, professional manner, manages time efficiently and effectively, provides leadership as a role model to promote a team approach, and participates in appropriate problem solving methods.
- Must adhere to all policies, procedures, terms and conditions set forth in the National Church Residences' Employee Information Guide (EIG) as well as any facility handbook including but not limited to corporate compliance, drug free workplace, safe work practices, all federal, state, local regulations and laws.
- The ability to manage multiple, complex priorities within demanding timeframes.
- Strong analytical, planning, forecasting and budgeting/financial skills.
- A track record of performance excellence meeting targets and objectives.
- Strong facilitation and delivery skills.
- Ability to use independent judgment.
- Strong team building and team management skills.
- Ability to gather data, compile information, and prepare reports.
- Performs other duties as assigned.

**JOB SPECIFICATION SHEET**

**Education:** Bachelor's degree. MBA preferred.

**Experience:** Three or more years performing the job responsibilities in maintenance, capital planning, engineering and/or construction management for a portfolio of properties.

**Mental:** Must have good communication, comprehension, computer and interpersonal skills. Must have the ability to speak, read, write and understand English.

**Skills:** Must have working knowledge of Windows, Microsoft Office Suite.

**Licensure:** None

**Vision:** Normal: Consistent with standard workflow.

With respect to said job description, estimate the daily time spent performing the following activities.

Rare (R) = 0-24%; Sometimes (S) = 25-49%; Frequent (F) = 50-74%; Continuous (C) = 75% plus

R = Climbing	S = Stooping	Lifting / Carrying;	S = 10-25 lbs.
S = Standing	R = Pushing		R = 26-50 lbs.
F = Sitting	R = Pulling		R = 51-75 lbs.
S = Walking	R = Driving		R = 76 plus lbs.

**Consequences of Errors:** Moderate monetary responsibility.

**Supervision Received:** General supervision. Employee generally operates by himself/herself checking with supervisor when in doubt.

**Working Conditions:** Good office conditions.

**ACKNOWLEDGEMENT**

I hereby understand and agree to the above description of the duties required.

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Signature

Date