



Leichtag Foundation
Job Description
Facilities Manager

Position: Facilities Manager
Status: Regular, Full-Time, Exempt
Hours: 40 hours per week, Monday through Friday
Reports to: Director of Finance and Grants Administration

Position Overview

The Facilities Manager is responsible for maintenance and management of the Leichtag Commons. This position is accountable for all aspects of services in relation to structures and premises including project management and day-to-day operations. This includes overseeing all repair and maintenance; landscaping and horticultural elements upkeep; safety and security; equipment installation, maintenance and repair; machinery upkeep; tenant communications; and other duties as assigned.

About the Leichtag Foundation

The Leichtag Foundation (“Foundation”) is a private independent foundation located in Encinitas, California, with a strong interest in advancing the North County coastal region of San Diego where our founders Lee and Toni Leichtag, of blessed memory, lived and worked. The Leichtag Foundation also supports programs in Jerusalem, Israel. The Foundation currently holds approximately \$134 million in assets and has granted about \$110 million since its inception in 1991—more than half of this since becoming independent in 2008. The Foundation focuses its philanthropy on combating poverty and increasing self-sufficiency for residents of coastal North County; supporting and inspiring vibrant Jewish life in coastal North County; stimulating renewal, service, and social activism in Jerusalem, Israel; and building strong connections and relationships between San Diego and Israel.

In 2012, the Leichtag Foundation purchased the former Paul Ecke Ranch in Encinitas, California. The Foundation’s goal for this 67.5-acre agricultural property, now known as Leichtag Commons, is to create a physical platform for the advancement of the strategies listed above and a cultural and community resource for the San Diego region. With breathtaking views of the Pacific Ocean, a network of greenhouses, barns and other structures, and easy access to the public, the property is situated in an ideal North County location.

Essential Job Functions and Duties

The essential functions include, but are not limited to, the following:

- Oversees the general maintenance of the property which includes but is not limited to all administrative offices and buildings, greenhouses, the Hive (our co-working office and event space), Farm House, barns, and residences.
- Oversees safety and security functions and landscaping maintenance.
- Manages staff and provides clear direction on work plans, tasks, projects and timelines.
- Project management of vendors, contractors, and subcontractors with complete transparency on all scopes of work to ensure all executed projects are completed within budget and the timeline; coordinates the activities while they are on the property to ensure regulatory compliance and obligations per contracts.
- Properly track, tend to, and report facilities matters for preventative and reactive maintenance on building, equipment and business property.
- Acts as liaison to public utilities, environmental and energy agencies.
- Develops and adheres to capital and operating budgets.



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- Liaises with current tenants on maintenance, upkeep and repair issues; coordinates handover from business development for new tenants and ensures the handover process is seamless.
- Ensures that any building, equipment or property damage repairs are addressed promptly and efficiently.
- Keeps in compliance with and abreast of all OSHA regulations and Department of Environmental Health; oversees adherence to all safety programs and coordinates trainings for staff as appropriate; acts as primary point of accountability for safety breaches and violations.
- Stays updated on safety, security, building code and other relevant regulatory changes; keeps other team members informed of such changes.
- Documents interactions, communications and maintains outstanding documentation.
- Oversees and guides the development and implementation of a comprehensive security plan which includes but is not limited to emergency response plans; protocols for handling security threats; natural disasters; infrastructure failures, etc.

Required Qualifications/Experience

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of 7-10 years' experience in managing a large physical plant.
- Outstanding supervisory skills with ability to motivate, closely monitor employee progress, provide coaching and also address employee discipline issues.
- Bachelor's degree with emphasis in engineering
- Strong mechanical aptitudes and outstanding knowledge of electrical, agricultural and mechanical systems.
- Strong project management experience.
- Ability to lead trainings and educational workshops.
- Excellent verbal and written communication skills with a clear and direct communication style.
- Extensive experience developing capital and facilities budgets and adhering to them.
- Superb trouble shooting and diagnostic skills.
- Ability to define problems and resolve them quickly; close familiarity with local building codes and OSHA regulations.
- Close familiarity with and experience adhering to all current health and safety regulations.
- Flexibility and ability to work well with ever-changing priorities and situations.
- Good organizational and time management skills in a growing and face-paced environment.
- Superb trouble shooting and diagnostic skills.
- Cooperative, service-oriented attitude, strong team player.
- High-level of self-motivation and ability to work independently.
- Exceptional listening and communication skills with sensitivity to cultural communication differences.
- Must have a safety first approach to work.
- Commitment to continuous improvement.
- Demonstrated commitment to the values and mission of the Leichtag Foundation.



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Preferred Qualifications/Experience

- Preferred IFMA or BOMI certification
- Software skills with MS Office, timekeeping, and AutoCAD or similar space planning tool

Compensation

Salary commensurate with experience. The Leichtag Foundation offers a competitive benefits package.

Reporting Relationships

- Supervises Security Manager; security staff; Facilities Coordinator; Landscape Maintenance Coordinator; Maintenance Technician; Maintenance Crew; as well as vendors, contractors and subcontractors providing services to property.
- Reports to Director of Finance with strong working relationships with Director of Agricultural Innovation and Development; Leichtag Commons Operations Manager; CEO; Executive Vice President and all staff.

Typical Working Conditions

Work in an office as well as outside and around moving objects and vehicles. There will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

Essential Physical Tasks

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.

Continual walking on un-even surfaces, standing, climbing, stooping, bending, kneeling, squatting, reaching, and lifting and carrying up to 25 lbs.

How to Apply

Please email your resume to jobs@leichtag.org and state the name of the position for which you are applying in the subject line of the email.

The Leichtag Foundation is an equal opportunity employer.