

Job Description



Job Title: Facilities Coordinator

Reporting To: Director of Facilities

Job Function: Maintenance Support

Job Location: Cleveland, Ohio

Summary

The Facilities Coordinator will be responsible for the effective planning, oversight, tracking and management of major building systems, equipment, and utilities in a commercial real estate portfolio, including development of policies and procedures and oversight of selected improvement, rehabilitation, and repair projects. The Facilities Coordinator will be responsible for energy management across the portfolio and implementing best practices related to sustainability. The individual must be an analytical and creative thinker, able to conceptualize a project, assemble the appropriate team, and successfully implement each project. This role will be a member of the Real Estate team, work closely with the Asset Management, Finance, Legal, and Project Management teams, and will be the main point of contact with architects, engineers, consultants, contractors, utility managers and property management personnel.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Facilities Coordinator.

Essential Duties and Responsibilities:

Maintenance Management

- Ensure the establishment of preventive maintenance programs for the portfolio with a focus on preservation of major equipment life and avoidance of equipment failures. Monitor compliance of 3rd party property management firms.
- Track asset lifecycles, including acquisitions, maintenance schedules, inspections, repairs, and replacements.
- Ensure accurate records are kept for all equipment (e.g. model numbers, serial numbers, purchase dates, warranties).
- Analyze and identify opportunities for operational efficiencies and reduced facility-related costs.
- Assist Asset Management with resolving day to day maintenance and repair issues within portfolio.

Energy Management

- Conduct energy audits for existing buildings to identify opportunities for energy savings and efficiency improvements.
- Evaluate building systems to assess performance and energy consumption patterns.
- Collaborate with property managers and maintenance teams to implement energy-savings measures.
- Collect, analyze, and interpret energy data from utility bills and building management systems.
- Prepare detailed reports on energy use, savings opportunities, and performance trends for stakeholders.
- Benchmark energy performance of buildings against industry standards (e.g., Energy Star, local energy codes) and identify gaps.
- Assist in the development and implementation of sustainability initiatives such as renewable energy integration, carbon footprint reduction, and waste management.

Project & Capital Improvement Management

- Assist with coordinating local market resources to develop and execute long-term and major capital improvement and rehabilitation projects, including specifications, bidding, and

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contracting, seeking appropriate value engineering and quality improvement alternatives, managing inspections, payments, compliance, and ensuring timely and quality completion.

- Coordinate the efforts of all team members, including architects, engineers, consultants, contractors, and property management personnel, to successfully achieve goals.
- Assist with property insurance claims as needed.
- Identify, engage, and build relationships with capable contractors to ensure safe, efficient, timely, and quality work.
- Assist Acquisitions department with Due Diligence as needed.
- Prepare regular reports for internal stakeholders.
- Miscellaneous administrative duties as assigned.
- Ability to work outside of standard work hours (as needed).
- Travel will be required.

Education / Experience:

- 2+ years facilities management experience, including managing consultants, contractors, engineers, architects, and property management personnel preferred.
- Bachelor's degree in construction management, facilities, engineering, or equivalent industry experience preferred.

Knowledge Skills & Abilities:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms.
- Strong initiative along with a willingness to jump in and solve problems.
- Analytical thinker with the ability to translate data into informative reports and visuals.
- Customer-service oriented with the ability to always maintain a professional presence.
- Self-directed and able to work well with individuals at all levels of the organization.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; ability to explain technical concepts in simple terms.

Computer Skills:

- High proficiency with Microsoft 365 suite of applications (Word, Excel, PowerPoint, Outlook, etc.).
- Expert knowledge of real estate management software.
- Ability to leverage AI platforms (e.g., ChatGPT, Copilot) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.