

Facilities / Property Manager

New Brunswick Parking Authority – New Brunswick, New Jersey

The New Brunswick Parking Authority is seeking an experienced Facilities / Property Manager to oversee the maintenance, operation, and physical condition of its parking facilities and managed properties.

This position is responsible for helping ensure that Authority facilities are safe, clean, well-maintained, code-compliant, and operating efficiently. The successful candidate will work closely with management, maintenance staff, contractors, engineers, vendors, tenants, and public agencies on day-to-day facility issues as well as larger repair and capital improvement projects.

Key Responsibilities

- Oversee the condition, maintenance, and repair of parking garages, surface lots, commercial properties, offices, and related facilities.
- Conduct routine facility inspections and identify maintenance, safety, structural, lighting, drainage, cleanliness, and operational concerns.
- Coordinate preventive maintenance programs and track completion of repairs.
- Manage and monitor contractors, service vendors, and property-related service agreements.
- Obtain proposals and estimates and assist with the preparation of scopes of work and bid specifications.
- Coordinate with engineers, architects, inspectors, contractors, and other professionals on repair and capital improvement projects.
- Monitor project schedules, contractor performance, and quality of work.
- Assist in planning and prioritizing facility improvement projects and capital expenditures.
- Respond to emergency facility issues and coordinate appropriate repairs.
- Help ensure compliance with applicable building, fire, safety, accessibility, and other regulatory requirements.
- Maintain records relating to inspections, repairs, warranties, service contracts, maintenance activities, and projects.
- Coordinate building access and facility needs involving commercial tenants and Authority operations.
- Review invoices and verify that contracted work has been satisfactorily completed.
- Identify opportunities to reduce operating costs, improve energy efficiency, and extend the useful life of Authority assets.
- Provide regular reports to executive management concerning facility conditions, outstanding repairs, projects, and priorities.

Qualifications

- Several years of progressively responsible experience in facilities management, property management, construction, building maintenance, public works, parking operations, or a related field.

- Experience managing contractors, vendors, repair projects, and preventive maintenance programs.
- Strong working knowledge of building systems and general facility maintenance.
- Ability to identify problems, establish priorities, and follow projects through completion.
- Strong organizational, communication, and documentation skills.
- Ability to work effectively with employees, contractors, tenants, professionals, public officials, and members of the public.
- Proficiency with Microsoft Office and basic facility/project tracking systems.
- Valid driver's license.

Experience with parking garages, municipal facilities, commercial property, construction management, structural repairs, elevators, electrical systems, HVAC, life-safety systems, or capital improvement projects is highly desirable.

Position Requirements

The position involves regular site inspections and requires the ability to move throughout parking structures and other facilities, including stairs, mechanical areas, rooftops, and active work areas. Some work outside normal business hours may be required for emergencies, inspections, or construction activities.

Compensation

Salary range of \$85,000–\$115,000, commensurate with qualifications and experience, along with a comprehensive public-sector benefits package.

How to Apply

Qualified applicants should submit a resume and cover letter to aperez@njbpa.org outlining relevant facilities, property management, construction, or maintenance experience.

The New Brunswick Parking Authority is an Equal Opportunity Employer.