

Manager, Non Residential Land and Space
The Chicago Housing Authority
Chicago
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The manager will provide daily oversight of operations for CHA's Non-Residential Buildings and Vacant Land Lots. The oversight includes data collection, maintaining the database and tracking changes. In addition, the manager will implement a standardized Lease agreement and process flow for capital maintenance requests and vacant land issues. Must be knowledgeable of preparing acquisitions, RFP and completing associated real estate functions. Also, act as a liaison between CHA and organizations occupied in non-residential buildings. The manager will also be responsible for implementing economical and creative ways to increase revenue and is responsible for direct and indirect supervision and managing of his team.

SUMMARY OF PRIMARY ACCOUNTABILITIES

- Analyze and assist with creating and maintaining a data base for vacant land and CHA buildings.
- Conduct ongoing CHA building analysis and ensure all vacant land and non-residential agreements are standardized.
- Coordinate and conduct contract closeout meetings and ensure CHA receives compiled binder of warranties, guarantees and certifications that satisfy the construction requirements.
- Oversees the purchases of equipment/supplies, capital expenditures and the complete requisition process from start to finish.
- Ensure CHA vacant land is free from debris, snow is removed where applicable and routine lawn maintenance is provided.
- Ensure all organizations that occupy CHA nonresidential properties are procured per HUD regulations.
- Assist in reducing CHA fines for vacant land citations.
- Manage any type of capital improvements in non-residential facilities.
- Divide all of CHA vacant land by regions
- Arranges the activities of service vendors as required for: HVAC, electrical, plumbing, utilities, vending machines, window washing, etc., and maintains vendor log of service reports and warranties.
- Responding appropriately to emergencies or urgent issues and assists on special projects assigned by the Director, Deputy and CEO.
- Assist in determining comparative market analysis to estimate the value of the CHA non-residential property/land, while providing guidance and assistance for CHA and potential buyers.

- Assist in creating a process flow for the sale of CHA non-residential buildings and vacant land.
- Accompanies with site visits and assess vacant lots/building/sites alongside CHA departments, A/E and civic stakeholders to develop project programming requirements for SOW (Scope of Work).

EDUCATION AND ADDITIONAL REQUIREMENTS:

This position requires a Bachelor's Degree in Real Estate or a related field with three (3) to five (5) years of commercial real estate, finance, business, capital construction, accounting or similar experience, and a minimum of two (2) years supervising or managing a team. An Illinois Realtor/Broker license is preferred. This role requires knowledge of the local real estate market, negotiating and superior client service skills. In addition, the ideal candidate will be familiar with local building codes and OSHA requirements and possess a general working knowledge of HVAC systems, Building Automation Systems, electrical/mechanical, plumbing and security control systems. The Manager must be able to track and perform a large volume of tasks on a daily basis and provide excellent follow-up on assigned tasks.

Effective verbal, written, interpersonal communication skills needed. Must have intermediate skills in Microsoft Office programs (Outlook, Word, Excel, and PowerPoint), in addition to knowledge using E-builder. Must be able to work well in an environment with frequent priority changes. Excellent trouble shooting and diagnostic skills required. Must possess a current valid Illinois driver's license and have dependable transportation. The Manager will be on call 24 hours.

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