



## JOB ANNOUNCEMENT

### *Verdant Health Commission seeks* **FACILITIES & OPERATIONS MANAGER**

#### **TO APPLY**

Does this position interest you? Please click on the [link](#) to review the full job description and learn how to apply. Candidates will be asked to submit their resume and cover letter (2 pages or less) addressing the following:

1. Why are you interested in Verdant and our mission?
2. Summarize your qualifications and experience that make you a good fit for this position, including describing the largest project you have been responsible for managing.
3. If you are from out of the area, please describe your interest in relocating.

First consideration given to information received by 10/19/26. Open until filled.

#### **WHO WE ARE**

Verdant is South Snohomish County's Public Hospital District. We invest public funds in local nonprofits to ensure all residents have access to quality healthcare. To learn more about us, please visit <https://verdanthealth.org/>

#### **WHAT WE OFFER**

**Salary Range:** \$95,000–\$125,000 annually (starting salary based upon experience)

**Benefits:** Verdant offers a great benefits package including:

- Medical & Dental Insurance
- Life Insurance, Long-term & Short-term Disability
- 401(a) and 457 Retirement Plans with employer matching
- Professional Development Funds
- 11 Designated Holidays and 1 Floating Holiday
- Paid Vacation and Sick Leave

#### **IDEAL CANDIDATE**

The ideal candidate is a highly organized, hands-on facilities and operations professional who has experience managing multiple priorities and keeping buildings, projects, vendors, and contracts running smoothly. They bring strong judgment, attention to detail, and project management skills, along with the ability to build effective relationships with contractors, property managers, tenants, staff, and leadership. The successful candidate will be proactive, responsive, comfortable working independently, and committed to maintaining safe, well-managed, and compliant facilities.

Verdant's values are centered on the notion of respect, inclusiveness, and striving to foster a healthy work environment for all employees. With these values in mind, we will do our part to support and further diversity, equity, and inclusion not only in our workplace, but in our communities. Toward this goal, we invite candidates from diverse backgrounds and perspectives to apply and help shape our ongoing efforts.

## **JOB SUMMARY**

The Facilities & Operations Manager is responsible for the day-to-day operations of the District's facilities and properties. The position serves as a key member of the Verdant team with a variety of responsibilities from contract compliance to facility management. The Facilities & Operations Manager serves as the District's primary point of contact for property managers, contractors, consultants, tenants, and leadership on facilities matters, and provides an onsite operational presence as needed — including for capital projects requiring landlord representation or supervision to ensure District facilities are safe, well maintained, and consistently and responsively managed.

## **ESSENTIAL JOB DUTIES:**

### ***Compliance, Safety & Property Oversight***

- Acts as the operational point of contact for facilities management on compliance, public safety, and property management.
- Oversees all facilities to ensure proper working order, safety, and compliance requirements are met.
- Oversees the property management company to ensure it operates in accordance with contract terms (bill payment, rent collection, tenant communications and support, vendor services, facility conditions).
- Conducts routine inspections of facilities, mechanical systems, and equipment to confirm good condition and up-to-date safety and compliance status.
- Establishes and maintains written emergency management and safety plans for all properties.
- Ensures each property maintains appropriate onsite documentation for mechanical systems, key access, elevators, and similar systems.
- Provides onsite presence for facility work requiring landlord representation or supervision.
- Supports coordination of environmental compliance.

### ***Procurement, Contracts & Vendor Management***

- Coordinates with the Director of Finance and contract project manager on all capital projects, including bid drafting and publication, contract management, and coordination with architects, engineers, and contractors.
- Ensures the procurement process complies with statutes applicable to a Public Hospital District (PHD) for purchased services, repairs, and capital projects.
- Develops and maintains a Verdant-specific procurement policy with a step-by-step process by procurement type, ensuring compliance with PHD statutes.
- Leverages cooperative purchasing agreements where possible through appropriate sources (Department of Enterprise Services and Municipal Research and Services Center).
- Manages vendor prevailing-wage compliance, including review of proposals, vendors, intents, and invoicing.
- Reviews and submits payment for facility-related invoices.
- Ensures quality control and accuracy of vendor services and supplies delivered to sites.

### ***Financial & Records Management***

- Coordinates preparation of annual property operating/CAM budgets for submittal to the DOF during the annual budget process.
- Tracks costs and monitors expenses against budget.
- Maintains a system of warranty records, licenses, inspections, and service agreements for all properties.
- Maintains permanent records for each facility, including deeds, purchases, sales, repair and capital project files, contracts, documents, drawings, and surveys.
- Maintains proper insurance records.
- Participates in weekly facility check-ins and prepares a monthly facility report for the Board.

### ***Leasing & Tenant Improvements***

- Supports administration of lease provisions, including documentation, expirations, renewals, and terminations, in partnership with the Director of Finance, Property Manager and Verdant's Broker.
- Manages Tenant Improvement (TI) allowances in accordance with lease terms and provides support to leadership on TI reimbursements.

### ***Facility Use & Building Operations***

- Oversees all Wellness Center facility usage, including responding to scheduling, calendar maintenance, user communication, and building access.
- Monitors onsite activities and ensures facilities are appropriately prepared, supported, and maintained before, during, and after use.
- Works in partnership with the Property Manager to schedule and oversee all Verdant building maintenance and repairs.
- Supports the team through ordering of office and other supplies and distribution of mail.
- Assists as needed to support the District's daily operations.

## **QUALIFICATIONS:**

### **EDUCATION & EXPERIENCE**

#### ***Required***

- Five or more years of progressively responsible experience in facilities management, operations, property management, construction/project coordination, public procurement, or a closely related field.
- Experience administering contracts, reviewing proposals and invoices, monitoring vendor performance, and managing operating or capital budgets.

#### ***Preferred***

- Experience overseeing commercial or public facilities, including building maintenance, mechanical systems, vendor services, safety requirements, inspections, and regulatory compliance.
- Experience coordinating construction, renovation, tenant improvement, or other capital projects involving contractors, architects, engineers, and other professional service providers.

- Experience with commercial leases, property management, or landlord/tenant administration.
- Experience working for a public agency or other organization subject to public contracting, competitive bidding, and prevailing wage requirements.
- Bachelor's degree in facilities management, business administration, construction management, public administration, real estate, finance, or a related field; or an equivalent combination of education, training, and progressively responsible experience.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

### ***Required***

- Ability to interpret and administer contracts, leases, service agreements, policies, regulations, and technical documentation.
- Ability to coordinate multiple facilities, projects, vendors, tenants, and competing operational priorities.
- Strong project management and organizational skills, including the ability to establish timelines, monitor deliverables, maintain documentation, and follow projects through to completion.
- Ability to monitor property operating budgets, review expenditures and invoices, identify variances, and maintain accurate financial and property records.
- Ability to identify facility, safety, compliance, or contractual concerns and exercise sound judgment in determining appropriate corrective action.
- Ability to establish effective working relationships with tenants, property managers, contractors, vendors, consultants, architects, engineers, staff, leadership, and elected officials.
- Strong written and verbal communication skills, including the ability to prepare reports and communicate technical or operational information clearly to leadership.
- Ability to work independently, exercise appropriate judgment, manage confidential or sensitive information, and escalate significant financial, operational, safety, or compliance concerns.
- Proficiency with Microsoft Office applications and the ability to learn and use property management, project management, financial, document management, and related software systems.

### ***Preferred***

- Knowledge of facility operations, preventative maintenance, building systems, life-safety requirements, emergency preparedness, and general facility risk management.
- Knowledge of public-sector purchasing and contracting principles, including competitive procurement, public works, prevailing wage, bidding, contract administration, and records retention.
- Knowledge of Washington Public Hospital District (PHD) requirements.

## **LICENSES AND OTHER REQUIREMENTS**

### ***Required***

- Valid driver's license and ability to travel regularly between District properties and other work locations.
- Ability to respond to urgent facility matters outside of normal business hours when necessary.

***Preferred***

- Facilities management, property management, project management, procurement, or related professional certification.

**WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed in both office and facility environments and requires regular sitting, standing, walking, and computer use. The position involves routine site inspections, including navigating stairs, uneven surfaces, and mechanical or construction areas, with occasional bending, stooping, reaching, or lifting materials up to approximately 25 pounds. Travel between District properties is required. Some evening and weekend hours may be needed based on business needs. Reasonable accommodation may be made to assist individuals with disabilities in performing essential job functions.