

## POSITION DESCRIPTION

<b>Position Title:</b>	Facility Manager
<b>Position Location:</b>	O'Hare Tollway Oasis
<b>General Position Description:</b>	Manager will be responsible for the O'Hare Tollway Oasis facility and tenant relations
<b>Position Reports To:</b>	Senior Director, Property Management, Rolling Meadows, Illinois

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### Position Responsibilities and Duties:

- Provide management, direction and leadership to ensure the O'Hare Oasis is maintained and operated in accordance with the Company's strategic asset plan in order to provide a maximum investment return
- Develop and implement standard operating procedures for the operation and maintenance of the facility
- Oversee mechanical, electrical, life safety, security, landscaping, cleaning, window washing, snow removal, asphalt, concrete, etc.—all equipment, systems and aspects of the facility
- Coordinate and oversee service contracts, repairs, maintenance and tenant build-outs
- Develop and maintain excellent tenant relations to maximize tenant satisfaction and revenue
- Achieve operating expense reductions
- Aid preparation of annual strategic asset plans and operating budgets
- Review annual reconciliation of operating and real estate tax expenses
- Aid preparation and reporting of monthly financial performance reports
- Manage vendor/consultant/city/ISTHA etc. relationships
- Negotiate cost effective vendor contracts and material purchases
- Conduct daily property inspections, traffic counts, tenant discussions, etc.
- Develop and coordinate all advertising, banners, etc. inside and outside the facility
- Develop a model for the traffic patterns/usage of the facility
- Suggest/develop/implement cost reduction and revenue enhancement ideas to maximize the profitability of the oasis
- Perform other duties and responsibilities assigned by management in the future

**Minimum Skills or Experience Requirements:**

- Bachelors degree in business or related field
- Minimum of 5 years relevant food services management experience in a retail environment
- Leadership ability
- Problem solving ability and strong sense of urgency
- Organizational and communication skills
- Must be innovative and creative, attentive to detail, and able to work under time pressure
- Ability to resolve problems effectively and clearly communicate results desired and effectively involve co-workers in problem resolution in order to develop and retain a team atmosphere
- Proficient with a variety of computer software applications, with fluency in Microsoft Office software

**Working Conditions:**

- Work includes handling stressful situations, working under pressure and handling highly confidential information. Work may be performed under time pressures.
- Work will involve managing one facility and occasionally managing one or more other oases. Periodically the incumbent will fill in for another oases manager who may be off, sick, etc. As new oases are opened, incumbent will help with the set-up, opening, training of staff, etc.
- Work hours are flexible. Tentative weekly schedules should be formulated each week and emailed to the Senior Director of Property Management. The majority of work hours will be performed during some of the peak traffic times at the Oasis throughout the entire seven day week. The incumbent should have a very good understanding of the oasis operation and traffic flow 24 hours/day, seven days/week gained by being at the oasis periodically during all timeframes.
- Incumbent will be required to be at the oasis during all emergencies day or night, weekdays and weekends.
- Minimal travel will be required