

## **Kaiser Permanente: Property Manager- San Diego (job # will be provided)**

No matter what your job title, the work you do at Kaiser Permanente supports the health and well-being of our members. All 8.7 million of them. That's because each of us—from our financial professionals and IT team members to our RNs and physicians on the front line of care—shares a commitment to providing the best possible care experience. With locations across the United States, we offer the opportunity to build a rewarding career in an environment that supports your success. Join us and put your beliefs into practice.

### **Description**

Property Manager, National Facilities Services - (Pasadena, CA)

Kaiser Permanente is seeking a qualified candidate for the Property Manager, National Facilities Services, based in Pasadena, CA.

Manages and administers the lease portfolio including landlord/tenant issues for Division and Service Area locations. Develops and manages multi million dollar annual lease and property expense budgets. Conducts inspections of all properties on a regular basis to ensure facilities are clean, well maintained, aesthetically pleasing and safe. Directs and administers contracted services for property maintenance.

### **Essential Functions:**

- Identifies property and risk management related issues.
- Coordinates and conducts property inspections on a regular basis and follows up to ensure satisfaction of required repairs, maintenance, safety and liability mitigation.
- Serves as liaison with department administrators for owned/occupied buildings, with tenants for owned/leased properties and with landlords for non-owned/leased buildings.
- Works with architects, construction, engineering staff and contracted services to research and resolve property related problems.
- Administers contract building services.
- Develops and enforces property maintenance performance specifications for outside service contractors.
- Manages the payment of rent, adjustments, operating expenses and property taxes to landlord.
- Responsible for collection of rent from tenants.
- Audits and approves operating expenses and other charges by landlord for leased properties.
- Continually evaluates, negotiates and enforces lease provision responsibilities of landlord and tenant. Initiates action for tenant evictions and participates in the eviction process.
- Attends civil proceedings as necessary.
- Develops bi-annual lease budgets for the rate setting and operating plan, and operating expense budgets for properties.
- Updates and maintains database for owned and leased real property.

### **Qualifications**

#### **Basic Qualifications:**

- A minimum of 3 years of experience in commercial property/facilities management or corporate real estate.
- Bachelor's degree, or equivalent experience, in Business Administration, Real Estate, Accounting, Finance, Facilities Management, or related field.
- Familiarity with basic real estate principles, real estate law, lease administration, real estate ethics and local land use issues.
- Professional designation of CPM, RPA, CFM or candidate for a designation.

**Primary Location:** California-San Diego.

**Working Days:** Mon. - Fri.

**Job Level:** Manager without Direct Reports

**Travel:** Yes, 25% of the time

External hires must pass a background check/drug screen. We are proud to be an equal opportunity/affirmative action employer.