



TreePeople



Job Opening

Full Time

Calabasas, CA (TreePeople Land Trust)

Facilities and Construction Manager

TreePeople is an environmental nonprofit organization that is mobilizing people, business, philanthropists, and public agencies to work together to create green, resilient communities by planting trees, capturing the rainwater, greening schools, and providing fun environmental educational activities. We inspire, engage, and support the community to increase the urban tree canopy and address climate threats and environmental justice in Los Angeles and across the region.

We seek a Facilities and Construction Manager to oversee and direct construction projects for TreePeople's new and existing facilities in multiple locations in Calabasas, Beverly Hills, Los Angeles, and other surrounding communities. This position will be responsible for all aspects of construction, including permitting, contractor management, scheduling, compliance, and reporting. In addition, they will support identification, acquisition and buildout of new office and yard space as needed to support organizational growth.



TreePeople
LAND TRUST






Responsibilities

- Ensure that all construction projects are compliant with federal, state, and local regulations.
- Oversee and direct construction projects from design to completion.
- Ensure all projects are completed within budget and on a timely basis.
- Coordinate and direct all contractors and subcontractors necessary to complete project implementation.
- Assist with report, reimbursement requests, contract management, and other facilities responsibilities.
- Negotiate agreements, draft contracts, and secure all necessary permits.
- Assess facility needs and identify, acquire and buildout new facilities.
- Represent TreePeople at public meetings and coordinate public outreach events.
- Work with staff and contractors to operate and maintain physical structures as well as electrical, plumbing, irrigation, and HVAC systems.
- Other duties as assigned.

Position Requirements

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- Minimum 3 -5 years' experience in managing construction and facility projects.
 - Excellent ability to communicate effectively, both written and verbally.
 - Computer literacy, including experience using fundraising databases, Microsoft Office, Google Suite and online research tools.
 - Self-motivated, ability to manage multiple priorities, attention to detail and deadlines.
 - Excellent project management skill.
 - Strong familiarity with CEQA preferred.
 - Knowledge of building materials, ability to decipher construction details, and detailed understanding of the construction process.
 - Experience in facilities operations and maintenance.
 - Ability to drive as needed of job site visits and meetings, must have a valid CA Driver's License.

Salary

\$60,000 to \$75,000 per year

Apply Now at:
[Treepeople.org/jobs-internships/](https://treepeople.org/jobs-internships/)

