



BIG WAVE GROUP FACILITIES MANAGER

JOB DESCRIPTION

Location: Half Moon Bay, California
Reports To: Executive Director
FLSA Status: Non-Exempt
Annual Salary: \$90,000-\$115,000 plus benefits

Big Wave Mission Statement

To provide a community for adults with intellectual and developmental disabilities that enables residents – of different backgrounds, ability levels, and ages – to live in an environment encouraging social interaction, community engagement, and personal development, based on individual needs and choices.

Position Summary

The Facilities Manager oversees the daily operations, maintenance, safety, and long-term planning of the 50,000+ sq. ft. Big Wave Center and the grounds surrounding the Big Wave Center. This role ensures that building systems – including HVAC, electrical, plumbing, fire/life safety, security, and common-area services – operate reliably and efficiently. The Facilities Manager coordinates vendor relationships, supervises maintenance staff and subcontractors, ensures regulatory compliance, and delivers a high-quality experience for commercial tenants and residential occupants.

Key Responsibilities

1. Building Operations & Maintenance

- Oversee daily building operations and the grounds surrounding the Big Wave Center including custodial, engineering, life-safety, landscaping and general maintenance services.
- Develop and manage preventive maintenance programs for HVAC, electrical, plumbing, security, elevators, fire protection systems, and landscaping.
- Conduct regular inspections to identify issues and coordinate timely repairs with vendors.
- Track work orders, asset lifecycle, and maintenance schedules.
- Provide on-call, after-hours support for security alarms, fire protection alarms, and lockouts.

2. Tenant & Occupant Support

- Respond promptly to resident service requests, ensuring issues are resolved to mutual satisfaction.
- Maintain strong communication with commercial tenants and residential occupants regarding building policies, maintenance schedules, and disruptions.

3. Health, Safety & Regulatory Compliance

- Ensure compliance with OSHA, ADA, local building codes, fire department regulations, and environmental standards.
- Maintain safety documentation including emergency procedures, compliance logs, and inspection records.
- Develop and implement emergency response plans, evacuation procedures, and disaster recovery protocols.

4. Vendor & Contract Management

- Manage contracts approved by the Executive Director for cleaning, security, landscaping, waste removal, elevator service, and other building services.
- Review vendor performance, ensure compliance with applicable Service Level Agreements and/or other agreements (i.e., concerning response time, fix time, or system uptime), and negotiate cost-effective agreements.

5. Budgeting & Financial Oversight

- Obtain approval of all expenditures on facilities maintenance and management from the Executive Director.
- Track utility usage, maintenance costs, and implement cost-reduction strategies.
- Approve purchase orders, review invoices, and maintain financial records.

6. Space & Property Management

- Optimize space utilization for commercial tenants and shared common areas.
- Coordinate improvements, refurbishments, and renovations as approved and directed by the Executive Director.

- Oversee move-ins, move-outs, and turnover of residential units or commercial suites.
- Coordinate set-up and breakdown for events held on Big Wave property.

7. Sustainability & Energy Management

- Monitor energy consumption and implement sustainability initiatives such as smart building systems, waste-reduction programs, and energy-efficient retrofits.

Qualifications and Skills

- Minimum three (3) years experience as facilities manager or relevant position.
- Strong knowledge of building systems, technical/engineering operations, and facilities management best practices.
- Ability to read and interpret technical drawings, as-builts, and maintenance manuals.
- Familiarity with OSHA, ADA, and local building codes.
- Strong project management skills.
- Excellent communication and customer-service skills.
- Strong problem-solving and analytical abilities.
- Ability to manage multiple priorities in a dynamic mixed-use environment.
- Relevant professional qualification (e.g., CFM, FMP, BOC) not required but will be an advantage.