



OPEN POSITION ANNOUNCEMENT!

Facilities Lead

Open until filled. Posted 08/22/2025

San Diego County – hybrid work schedule set by Community Power

About the role: The Facilities Lead is responsible for overseeing the daily operations and maintenance of a facility, ensuring it functions efficiently and safely. This includes coordinating maintenance and repairs and maintaining a safe and secure environment. This position will assist in budget management, vendor relationships, and ensuring compliance with relevant regulations. An example of day- to-day activities include coordinating organizational meetings and office events, ordering supplies, and tracking documents such as receipts for reimbursement.

This position reports to the Senior Director of People and Administration.

WHO IS COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At Community Power, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Assisting with budget development and management for facility operations, including cost control and tracking expenses.
- Ensuring the facility meets all relevant safety, health, and environmental regulations.
- Implementing and maintaining safety protocols, conducting regular inspections, and ensuring a safe working environment for all occupants.
- Coordinating with head of safety team and/or HR to support ongoing initiatives including regular training, development of emergency procedures and building tour for new staff.
- Responding to emergencies and incidents, following established procedures, and coordinating with relevant parties.
- Maintaining accurate records of maintenance activities, repairs, and other relevant data.
- Coordinate and maintain PO Box contract, pick-up, document destruction, postage, and storage.
- Coordinating and managing all maintenance and repair activities, including preventative maintenance, troubleshooting issues, and liaising with vendors and contractors.
- Manage facilities and coordinate office operations to ensure office runs efficiently for:
- Facilities maintenance, IT collaboration, catering, vendor procurement management, inventory management, ordering of supplies and coordination and support of monthly staff meetings.
- Works with HR to order appropriate ergonomic equipment for employees.
- Source vendors and contractors and submit recommendations to management. Manage contract negotiation with external vendors and contractors to ensure financial oversight and quality service delivery.
- Forecast and submit office operational budget and support for receipts tracking, facilitating tracking of invoices for administrative contracts and vendors.
- Identifying opportunities to improve the efficiency and cost-effectiveness of facility operations.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Experience in:

- Experience in general facilities management and administrative assistance
- Ability to identify process improvement opportunities and suggest new tools or processes
- Advanced skills in all Microsoft office tools including PowerPoint, Sharepoint, Monday.com
- Excellent verbal and written communication and customer service skills
- High degree of organization, motivation, and a willingness to learn
- Experience and/or technical knowledge of various facilities management principles
- Proactive approach to all duties and a true team player
- Commitment to ensuring confidentiality in with sensitive information and paperwork and interest in the “people-side” of facilities management
- Compliance with employee handbook, including COVID vaccination requirements

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed.

Demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, and accountability. A typical way to obtain the required qualifications would be:

An Associate's degree or higher from an accredited college or university in business administration, human resources or a related field AND two years of experience in general office management, administration assisting or another relevant field.

WORK ENVIROMENT & CONDITIONS

Prolonged periods of sitting at a desk and working on a computer. The position requires occasional carrying, lifting, and/or moving objects up to 25 pounds. Occasional local travel so reliable source of transportation is required.

At Community Power we work in the communities we serve and in the office. Community Power works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

Community Power is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of Community Power as needed.

Compensation:

Salary Range: The position salary range is: \$73,900- \$96,000; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by Community Power.

Retirement: Community Power offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN
DISABILITIES ACT (ADA) EMPLOYER