

Job Posting #:	51FB09162025	Posting Type:	External
Job Title:	Lead Facilities Project Manager	Grade/Classification:	108/ Exempt
Department:	Facilities	Location:	Front Royal, VA/Culpeper VA

JOB DESCRIPTION

OVERVIEW

The REC Facilities Management team seeks to minimize equipment downtime and ensure a safe, efficient and productive work environment by developing and executing a thorough preventive and predictive maintenance program at all REC office sites. FM is also responsible for land acquisition and development, and capital improvement of new and existing regional offices. We are a respected and respectful customer service focused team, who mentor and support our teammates.

The Lead Facilities Project Manager is a newly created role responsible for advising and leading capital and O&M projects of varying subject matters, scope and complexity. In addition, the incumbent will execute and oversee the repair and maintenance of grounds, building envelope, mechanical, HVAC, plumbing, electrical and life safety systems. Emphasis will be placed on continuous improvement through performance tracking, adoption of technology, automation, standardization, relationship building, and process improvement.

The desired candidate is flexible to get hands on with everyday facilities repairs, but able to quickly transition to overseeing complex facilities projects and processes with many moving parts and stakeholders. He/She readily adopts new technology and processes, asks questions, and seeks efficiency and cost saving opportunities. The incumbent may have oversight of projects at multiple locations (Fredericksburg, Bowling Green, Louisa, Culpeper, and Front Royal) and be responsible for maintenance and demand response at our Culpeper and Front Royal Virginia campuses. The Lead Facilities Project Manager reports to the Director Facilities Management and splits time between Culpeper and Front Royal.

ROLE AND RESPONSIBILITIES

- Responsible for providing management and consultation on overlapping/simultaneous capital and O&M projects of varying complexity and scope, ensuring the associated deliverables from kick off to close out are of the highest levels of quality and adhere to the specifications and drawings.
- Reviews technical drawings and specifications and provides input for projects ranging from minor renovations to major regional facility development.
- Consults with local stakeholders and third-party project team to develop appropriate solutions.
- Tracks project spend, schedule, and deliverables; coordinates trades and logistics and communicates frequent updates to REC stakeholders and management.
- Assists in evaluating emerging technologies, identifying process improvements, implementation, and champions adoption
- Utilizes and optimizes the Computerized Maintenance Management System (CMMS) to review performance analytics, accurately catalog assets, track preventative maintenance, and manage service requests to reduce equipment downtime.
- Manages Building Automation Systems (BAS) to ensure system function, energy efficiency and employee comfort.
- Operates, maintains, monitors, develops, and performs preventive, predictive, and corrective maintenance on building envelope, mechanical/HVAC, plumbing and electrical systems, fire detection and suppression, lighting, door hardware, grounds, temperature control and building automation systems.
- Regularly inspects equipment and all areas of the site/building(s). Reports deficiencies and suggestions for improvements and takes initiative to take corrective action.
- Performs specialized and complex tasks such as carpentry, painting, plumbing, minor roof repairs/maintenance, gutter/drain cleaning/repair, furniture assembly/relocation and locksmith tasks
- Oversees contractor resources required to support facilities services, building operation, maintenance, and upgrade. Inspects the work performed by outside contractors to include landscaping, snow removal, remodeling, HVAC/electrical/plumbing modifications, and janitorial services, for assigned sites and projects.
- Assists in developing policy related to Facilities Services and use and maintains aforementioned documents.
- Complies with all applicable codes, regulations, governmental agency and company directives related to site operations and work safety.
- Supports periodic RFPs for Facilities Services – pantry, landscaping, snow removal, security, preventative maintenance, cleaning vendors, etc.
- Fosters key relationships including managing complex coordination with outsourced vendors and internal stakeholders.
- Ensures the professional appearance of the property, both inside and out.
- Responds immediately to emergency situations and customer service requests. This role is on-call in the event of major outages and Facilities emergencies.
- Assists in development of the annual Facilities budget and completes monthly variances and forecasts.

- Follows Procurement procedure by completing purchase requests, reviewing and submitting invoices.
- Performs snow removal, when required.
- Performs other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A bachelor's degree is preferred. Candidates must have eight (8) years of progressive experience in general building and grounds maintenance and facilities services in a commercial property setting; technical schooling and/or experience with HVAC systems and repair, electrical systems, life safety systems, construction, locksmithing, and/or carpentry is preferred. At least four (4) years of project management experience is required, including ground-up construction, building renovations, HVAC replacements, backup power system installations, technology implementations, site development, and ground improvements. Experience with Building Automation Systems (BAS) and emergency backup systems (generators, transfer switches, UPSs, and pre-action systems) is expected, along with knowledge of local building codes and OSHA, DEQ, NEC, and NFPA requirements. Candidates should demonstrate an aptitude for learning new technologies to improve efficiency, possess working knowledge of Computerized Maintenance Management Systems (CMMS), and maintain a valid driver's license. Highly desired certifications/licenses include HVAC, PMP, EPA, IFMA, CPR, CAPM, BOMA, CFM, FMP, and CDL. Proven experience with construction processes and terminology—architectural and engineering design, RFPs, permitting, construction meetings, change orders, RFIs, punch lists, O&M manuals/closeout binders, and as-builts—is required; familiarity with AIA contracts and invoicing is preferred. Experience in the utilities industry is a plus.

Candidates must have a thorough understanding of the design and maintenance of mechanical, electrical, and plumbing (MEP) systems; backup power systems; general maintenance practices; and how to troubleshoot and perform routine repairs. They should demonstrate adoption of technology, including building controls, energy management systems, CMMS, mobile devices, and the Microsoft Office suite. The role requires thorough knowledge of grounds care procedures and commercial office building maintenance standards, the ability to review and comprehend complex construction drawings, proficiency with diagnostic tools (e.g., temperature and infrared scanners, multimeters, pressure gauges, voltage testers, moisture meters, scope cameras), and the safe operation of tools and equipment such as lawn mowers and other lawn-care equipment, a five-ton truck with trailer for hauling, tractors and snow blowers for snow removal, handheld power tools, forklifts, pallet jacks, and scissor lifts.

Success in this role also requires strong organizational skills and a high level of multitasking ability under limited supervision; a systematic approach to troubleshooting to solve problems quickly and effectively; and the ability to analyze issues and propose solutions. The individual must work well with people at all levels of the organization, maintain a high degree of confidentiality, respond with urgency while using sound judgment to prioritize, and consistently deliver professional, proactive communication with routine follow-up and a high level of customer service. Professionalism under pressure is essential, as is the ability to use a laptop, cell phone, and other devices to communicate, document work, and control systems. Strong written and verbal communication, customer service, and interpersonal skills are required.

Work environments include office buildings, warehouses, and outdoor grounds, and the role requires working in all weather conditions, including extreme temperatures and inclement weather. The position involves travel to regional operations campuses across REC's territory to support and respond to end-user requests, with occasional out-of-town travel for technical seminars and conferences. Candidates must be able to lift and move up to 50 lbs., operate a motor vehicle, and be available for 24/7 on-call response to facilities emergencies, inclement-weather events, major outage response, and project oversight.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rech@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the **Job Posting ID #51FB09162025**

Deadline: Friday, October 3rd, 2025 @ 5:00 PM EST

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.**