



Cohere Partners, Inc.

JOB DESCRIPTION

Title:	Director, Community Assets	FLSA Status:	Exempt
Reports to:	Verrado Executive Director	Location:	Verrado Community Association Buckeye, AZ

Summary

The Director, Community Assets (the "Director") is responsible for the management, day-to-day and long-term care of Verrado Community Association assets. The Director will provide a professional approach grounded in exceptional customer service while utilizing experience, skills, and effective communication in all interactions. Working collaboratively with Verrado's Executive Director the Director will oversee all aspects of Verrado's facility, maintenance and landscape operations and will work collaboratively with the Verrado Community Life Team, board of directors, developer, contractors and community stakeholders on general community operations.

As the staff expert on arboriculture, trees and plant material native to the desert Southwest, the Director is relied upon to provide insight and guidance to team members, vendor partners, members of the Verrado Community Association board of directors and volunteers, residents and stakeholders on the effective stewardship of natural resources, including water management and conservation.

The Director will lead, coach, motivate and inspire a team of dedicated professionals who are passionate about Verrado's native and built environments and who are committed to sustainability

The Director will embrace and demonstrate the core values of Trust, Reciprocity, Spirit and Legacy while striving to exceed team and partner expectations; they will set the tone for professionalism and model exceptional customer service that demonstrates our commitment to co-creation and resident involvement.

Scope

- Oversee and lead the onsite Verrado community asset team that oversees all aspects of landscape and amenity maintenance operations for the Verrado community.
- Oversee day to day operations of all community common area landscape and water management initiatives. Oversee irrigation systems and provide strategic oversight of water usage and make recommendations to the Verrado Community Association board of directors in partnership with contracted vendors.
- Oversee and provide strategic guidance to the landscape maintenance contractor; ensure contract specifications are appropriate and fulfilled for the community entities.
- Oversee ongoing landscape maintenance and installation projects, including annual capital improvement projects specific to landscape operations.

- Prepare and issue requests for proposals for landscape and facility operating and capital projects; manage bids and selection process; vet appropriate vendors, service providers and contractors.
- Serve as the project manager for large-scale landscape and facilities-based projects; prepare regular reports for the Developer, Board and Verrado Community Life team.
- Work collaboratively with Developer partners and board(s) of directors; ensure fulfillment of Cohere's contractual obligations and scopes of work; provide professional guidance on matters specific to community asset management.
- Develop an annual budget and operating plan reflective of approved strategic goals; manage and measure performance against stated imperatives.
- Oversee community maintenance responsibilities for Special Service Areas.
- Manage relationship(s) with the board(s) of directors; ensure needs are met and specific directives are carried out in keeping with community governance; provide formal and informal reports to board members and, in general, maintain open communication on all matters of importance.
- Ensure overall community aesthetics are held to established standards; strive to sustain a level of community maintenance that is reflective of a highly regarded master-planned community.
- Ensure that the overall vision for the community is held closely by monitoring community development progress respective of facilities and landscape, cost and the quality within budget.
- Oversee turnover process from the developer to the Verrado Community Association.
- Ensure adherence to local, county, state and federal regulations; follow protocols for permitting and related processes.
- Manage utility invoices, code and input information into proper tracking programs.
- Assist with the coordination of consultants, including site evaluations, internal concept development, and review of plans and specifications relative to parks, maintenance and facilities.
- Provide feedback for future project design, layout, etc. by participating in developer-led design meetings and planning charettes; serve as a subject matter expert on items related to landscape and facilities.
- Partner with Community Operations Manager on risk management and community safety.
- Respond to 24-hour emergency calls through community association emergency protocol, including calls regarding facility alarms.
- Attend after hours Board of Director Meetings, committee meetings, community events and other functions as necessary.
- Promote importance of and compliance with Community Standards; conduct educational workshops on desert landscape and drought tolerant plant palettes; cultivate resident stewards; implement educational campaigns aimed at cultivating resident buy-in and building grassroots support for the sustainable practices.
- Ensure adherence to local, county, state and federal regulations; follow protocols for permitting and related processes.

## Attributes

- Vision: brings up ideas about potentials and possibilities for the future, always keeping the organization's vision and values at the forefront of decision making and action.
- Establishes and conveys a sense of purpose that is in alignment with the values of the community and Cohere.

- Demonstrates strong character and principles in all business practices with integrity, honesty, leadership and respect of all ideas.
- Ability to lead an effective team through fostering a productive work environment.
- Demonstrates effective communication, motivation, cooperation and conflict resolution.
- Ability to advise, suggest alternatives, coordinate and direct the efforts of other landscape and maintenance related field personnel.
- Must be able to lift at least 30 pounds, stay on feet for long periods of time, physically able to complete execution of duties.

## Knowledge | Experience

- A minimum of 10 years of experience in landscape management, construction, arboriculture, water management, facilities management, building trades, and swimming pool maintenance.
- Solid knowledge of plants palettes indicative to an Arizona landscape is required.
- Experience working in a large-scale community setting, municipal parks and/or recreation department or similar setting with diverse facilities and complex needs is required.
- Experience with project management tools and software highly desirable.
- Experience working with volunteers and interacting with a board of directors highly desirable.
- Ability to communicate effectively with a team of skilled and technically trained consultants.
- Ability to effectively work in a team environment, simultaneously, on several projects.
- Strong working knowledge of the local landscape maintenance industry and a broad understanding of arboriculture and water management are required.
- Familiar with latest water monitoring and irrigation control systems is required, capable of programming, troubleshooting, etc.
- Ability to communicate with regulatory agencies in a manner that positively represents the company and the community.
- Proficient in Microsoft Office Suite, including Word, Excel, Access, Publisher, PowerPoint and Outlook.
- Personal skills to include leadership abilities, positive outlook, self-starter, and problem solving.
- Ability to effectively communicate one-on-one with residents and stakeholders is essential, comfortable presenting to large and small groups.
- Must maintain CPR, First Aid and AED certifications.

## Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Embrace the vision, goals and aspirations of Cohere.

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Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.