



## **Job Announcement**

### **Parking & Facilities Manager Full-Time, Regular Position**

**Pay Grade Range: \$51,859 – \$72,656**  
**Hiring Range: \$51,859 - \$62,258 DOE**  
**Competitive Benefit Package**

**Review of Applications Begins January, 15 2020**

Capital City Development Corporation (“CCDC”), Boise’s redevelopment agency, is a transparent, highly visible, public organization governed by a seven-member Board of Commissioners. The Agency’s mission is to ignite diverse economic growth, build vibrant urban centers, and promote healthy community design. The Agency does so by operating five urban renewal districts and the ParkBOI public parking system.

The Parking & Facilities Manager assists the Parking & Mobility Director and the Assistant Director – Parking & Mobility, in planning and implementing major maintenance, repair and improvements for the public parking system. The Parking & Facilities Manager manages project construction budgets; manages project deliverables and contract compliance and tracks overall project status; facilitates operations and maintenance on assigned projects; maintains inventory of equipment, supplies and parts; assists with preparation of department budget; performs minor maintenance on CCDC property as needed

This externally visible position interacts with property owners, tenants, and other stakeholders and affected business relationships and coordination with involved and affected public agencies.

The Facilities Manager requires proven experience in property maintenance and repair; excellent communication and diplomacy skills; basic construction knowledge such as minor equipment repair, preventive maintenance, site inspection, and troubleshooting skills

#### **Acceptable Experience and Training:**

- High school diploma or GED is required;
- Associates Degree;
- 4 years of experience in facility maintenance;
- Familiarity with service design and user-centered design preferred
- Valid Idaho Driver’s License or equivalent;
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#### **Preferred Experience**

- Bachelor’s Degree in Business Management, Construction Management, or related area ;
- Experience or training in parking garage maintenance, steel reinforced concrete buildings, and/or materials science;
- Certification in Facilities Management or equivalent training/education;
- Experience in facility or operations maintenance with public property;
- Experience in warehouse inventory maintenance;

- Public relations experience;
- Or, an equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

An offer of employment may be subject to background and reference checks.

More information about CCDC and this position, including the full job description, can be found at <https://ccdcbiose.com/the-agency/careers/>

Interested individuals should **submit a cover letter and resume** to:

**Capital City Development Corporation**  
**121 N. 9<sup>th</sup>. St., Suite 501,**  
**Boise, ID 83702**

Or, submit electronically to [info@ccdcbiose.com](mailto:info@ccdcbiose.com).