

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064**Opportunity Description:** Regional Manager of Facilities and Engineering,
Southern California**Location:** Primary Office in Los Angeles, Hollywood, or El Segundo.**About Kilroy Realty Corporation**

- Kilroy Realty is a dynamic, \$10 billion publicly-traded real estate company that is looking to add to its team of superstars.
- We believe our team, commitment to excellence, superior growth prospects, premium office and mixed-use properties and our exciting and innovative development platform make us the premier publicly-traded Real Estate Investment Trust on the West Coast.
- Our collaborative open work environment, dynamic team approach and exciting transactions create continued opportunities for growth and challenge and inspire our employees.
- As part of our core values, we are committed to sustainability and the environment and, as a result, we are recognized as the North American leader in sustainability.
- Our team is like our family. We have over 70 years of experience developing, acquiring and managing office and mixed-use real estate assets and have many employees who have been at the company for more than 15 years.
- We have a promote-from-within culture and accessible executives with open door policies. We consistently encourage our team to facilitate change, leverage technology and recommend process improvement.
- We have a flexible work attire policy that allows for jeans to be worn every day. We believe in a modern workplace where our goal is to inspire and create opportunity for our entire team.
- Please visit our website at: www.kilroyrealty.com.

About the Opportunity

Oversight of Facilities and Engineering for the Southern California Kilroy Realty Corporation (KRC) asset portfolio.

Opportunity Requirements

- BA/BS in engineering, facilities management or related field preferred.
- Certification in facilities management a plus.
- A minimum of ten years of progressive facilities management preferably, Class A buildings, life science and/or laboratory properties, including start-up and commissioning of life science and manufacturing assets.
- Experience managing vivarium or animal facility is desirable.
- Experience, technical education and hands-on-experience in the following disciplines: HVAC design, electrical and plumbing design and engineering, and other building support systems including but not limited to fire/life safety and security systems.
- Experience with managing 24/7 operations with both union and non-union engineering and maintenance.
- Excellent leadership and managerial skills and desire to train, supervise and lead engineering staff.
- Experience with sustainability and energy conservation programs in commercial or institutional buildings and LEED accreditation desirable.
- Computer literate including proficiency with Microsoft Word, Excel, PowerPoint, Outlook, Project, CAD and maintenance management systems.
- Ability to read and understand building plans and specifications.
- Strong customer service focus and ability to develop and maintain effective working relationships with regulatory agencies, vendors, contractors, tenants and employees.
- Excellent verbal and written communication skills and ability to communicate in a clear concise manner.
- Experience forecasting and preparing budgets and reports summarizing financial, operating and capital performance data.
- Organized, task and detail-oriented and able to work in a fast-paced, team-oriented environment with multiple deadlines.
- Must be able and willing to frequently travel throughout the region.

Summary of Responsibilities

The core responsibilities of this position include, but are not limited to the following:

- Responsibilities include managing facilities staff (where applicable) and third party service providers responsible for ongoing, day-to-day repair and maintenance of the buildings, ensuring completion of maintenance in accordance with best-in-class standards and in compliance with safety regulations and all applicable governmental codes.
- Ensuring staff focus to timely completion of maintenance work orders, both tenant and preventive.

- Review construction drawings and provide feedback based on experience as well as foster input of engineering teams.
- Participation in the acquisition and disposition due diligence process of properties located in the region and in target markets.
- Participate in annual building inspections to assess the physical condition of buildings and systems, more frequently as needed.
- Assist KRC legal as needed in preparation and filing of reports with government/regulatory authorities including environmental permitting, i.e.: water treatment, hazardous waste disposal, air permits, underground tank permits, etc.
- Assist with the implementation of the proposed new standardized work order system rollout.
- Work closely with Asset Management and vendors to compile comprehensive capital and expense budgets for the region.

To Apply: Please submit resumes to HumanResources@kilroyrealty.com. Please include the position title in the subject line. No phone calls, please. EEO/AA/M/F/Vet/Disability Employer.