

KILROY REALTY CORPORATION

12200 West Olympic Blvd.,
Suite 200
Los Angeles, CA 90064

Opportunity Description: Engineering Coordinator

Location: Regional Office in San Diego, CA

About Kilroy Realty, L.P.

- Kilroy (NYSE: KRC) is a leading U.S. landlord and developer with approximately 17 million square feet of primarily office and life science space with operations in San Diego, Greater Los Angeles, the San Francisco Bay Area, Greater Seattle and Austin, Texas.
- As pioneers and innovators in the creation of a more sustainable real estate industry, our approach to modern business environments helps drive creativity and productivity for some of the world's leading technology, entertainment, life science and business services companies.
- A big part of the company's foundation is its commitment to enhancing employee growth, satisfaction and wellness while maintaining an inclusive and thriving culture. For the fifth year in a row, the company has been included in the Bloomberg's Gender Equality Index – recognizing companies committed to supporting gender equality through policy development, representation, and transparency.
- We hope you'll decide to join us!

About the Opportunity

This position will assist the Vice President, Engineering with the rollout of company-wide initiatives aimed at improving the sustainability and performance of the portfolio, project management, and provide general support to advance the Engineering team goals and objectives. This position reports to the Vice President, Engineering.

Opportunity Requirements

- Minimum of 5 years of experience within facilities, property management or project management environment.
- Well organized with attention to detail; follow through with assignments; must possess good verbal and written skills and be able to communicate effectively with employees, tenants, vendors, contractors, etc.
- Must be self-directed, motivated and logical in problem solving.
- Strong computer skills including MS office suite, SharePoint, and MS project.
- Ability to travel to other regions 1-2 times quarterly, if needed.

Summary of Responsibilities

The essential function of this position is regular and predictable attendance. The core responsibilities of this position include, but are not limited to the following:

Engineering Department functional support:

- Support new departmental goals set forth by EVP Asset Management, VP, Engineering, Engineering Coordinator and Regional Chief Engineers.
- Become a resource liaison for and support collaboration with Sustainability, Asset Management, Construction and Engineering.
- Manage performance reporting for preventative maintenance, energy conservation initiatives and analytics.
- Support in procuring all building specific required documentation within SharePoint.
- Work with VP, Engineering to enhance departmental efficiency.

Compliance:

- Under the direction of the Vice President, Engineering, support project-based initiatives in partnership with other Kilroy stakeholders that encompass the KRC portfolio.
- Provide support to the engineering team on new compliance driven software initiatives.
- Work with the Vice President, Engineering on strategic approaches to meet portfolio wide requirements.
- Create and implement a digital organization system to maintain effective records needed for compliance at the property, regional, and portfolio level.

Project based initiatives:

- Provide interface support interdepartmentally, with engineering and outside contractors on specific Building Performance/Sustainability related projects.

- Support in the procurement of vendor pricing, bid comparisons, and manage recurring project meetings if applicable.
- Annual budget tracking to ensure engineers have provided budget to the Vice President, Engineering, schedule meeting time with Regional Chief Engineers for budget/Capital Expense review.
- Coordination of portfolio-wide annual building inspections and operational audits.
- Utilize multi-system dashboard reporting on preventative maintenance, energy, and analytics.

Other:

- Scheduling meetings, conference calls and webinars.
- Assist VP, Engineering with monthly expense reporting.

What we offer

At Kilroy, base pay is one part of our total compensation package and is determined within a range. This provides the opportunity to progress as you grow and develop within the role. The base pay range for this role is between \$100,000 and \$115,000 and your base pay will depend on your skills, experience and training, knowledge, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on the facts and circumstances of each case. This role is eligible for an annual discretionary bonus as well.

Our comprehensive group health benefits program is built around your total health and provides employees and their families with care and coverage designed to help you thrive. Our health and wellness program offerings include medical, dental, vision, with FSA, HSA options, Group Life & Disability, LTD coverage and much more. Ancillary programs include a retirement savings plan with a competitive employer match, employee support programs like our parental leave coaching program, wellness, and commuter benefits, just to name a few. We invite you to visit our website at www.kilroyrealty.com to learn more.

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.