



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Commercial Compliance Manager

CREATED: December 2023

GRADE: (F)

FLSA STATUS: Exempt

REPORTS TO: Director of Asset Management

POSITION SUMMARY:

The Commercial Compliance Manager is an interface between the Pike Place Market commercial team and commercial tenants. The primary function is to ensure tenants are compliant with their lease and community guidelines. This includes common area compliance, building systems that require routine cleaning, and periodic testing. This also includes but is not limited to plumbing systems, grease traps, hood exhaust fans, hood fire suppression systems, safety, composting stations, refrigerated walk ins, and HVAC systems.

ESSENTIAL FUNCTIONS:

- Daily Market compliance review to ensure common areas are clear of unapproved items as well as identify any fire life safety concerns
- Monitors building systems and the various procedures for the cleaning of systems. This includes hood cleaning, backflow and grease trap checks and repairs.
- Keep detailed logs and field documentation regarding work, procedures, progress, and record maintenance.
- Follow up with tenants on recommendations for Pest Control including exclusion repairs
- Conduct quarterly inspections of each commercial space (3-4 spaces per day):
- Identify deferred maintenance items and work with tenants on plans to resolve issues or concerns
- Identify PDA tenant space issues (windows, paint, flooring etc) and work with internal and external sources to resolve issues.
- Make recommendations on needed improvements before lease renewal
- Identify lease defaults, document defaults and recommend any actions to be taken (warning letters, 10 day notices, etc.)
- Communicate/coordinate with other PDA departments to resolve issues
- Oversee enforcement of lease violations and follow up to ensure violations are corrected
- Perform other duties as requested by supervisor

- Insure that businesses have training programs in place for new employees and verify that all personal is following training protocols.
- Act as the main point of contact for city regulatory agencies as well as business and restaurant personal as required
- Lead cross-functional department initiatives to ensure timely delivery based on the scope of work
- Identify new processes to improve projects while ensuring compliance with Market and community rules
- Solicit, secure, and review bids and make recommendations on selection of outside contractors and consultants

QUALIFICATIONS:

- Three years' experience overseeing/coordination of functions or projects
- Prior commercial property management or building inspection experience
- BA or specialized degree in project management, administrative services, construction management, or quality control is preferred
- Demonstrated work coordinating projects with contractors, consultants and project experts
- Experience working and coordinating projects in a fast paced, highly visible retail/residential community is a plus
- Proficiency with computer software uses, including but not limited to MSOffice or similar software.

PHYSICAL DEMANDS:

This position requires the ability to stand and walk for long periods of time, climb stairs, access confining spaces. Operate a motor vehicle, lift 50 pounds, and use a computer and 2-way radio. The above statement is intended to describe the general nature and level of work being performed, and is not intended to be a complete list of specific duties.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Duties are performed in the PDA office which is non-smoking, air-conditioned and subject to temperature variances due to western exposure and non-centralized heating system. Work environment is fast-paced and requires the ability to work under pressure. Work areas are small due to lack of space. Job requires the ability to sit for long periods of time, to work with many interruptions, and to lift approximately 25 pounds. Requires the ability to respond assertively and calmly in emergencies and when handling confrontations.

COMPENSATION:

Starting Salary Range: DOE. Benefits include, employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

WAGE SCALE Min \$66,152 Mid \$77,878 Max \$89,610

APPLICATION PROCEDURE:

Submit resume and cover letter by email to hr@pikeplacemarket.org, fax: (206) 625-0646, mail to: Pike Place Market PDA, Attn: HR Department, 85 Pike Street, Room 500, Seattle, WA 98101 and Indeed.com. The position will be opened until filled.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.