## JOB OVERVIEW:

The Maintenance Director is responsible for always maintaining the physical integrity of the building. The Maintenance Director coordinates, supervises the maintenance staff, and actively participates in the maintenance of the physical condition of the entire community while promoting resident satisfaction. This position is responsible for the appearance and working order of the property including structures, facilities & systems in individual apartments, exterior and common areas.

A successful Maintenance Director will have a solid understanding of plumbing and electrical systems as well as carpentry and other crafts. They will be well-versed in all maintenance processes and health & safety regulations. The ideal candidate will have an aptitude for undertaking administrative tasks such as reporting, budgeting etc.

The goal is to ensure the company facilities are well cared for and adequate to support the company’s business operations.

**MAINTENANCE DIRECTOR RESPONSBILITIES:**

* Walk units and create punch lists for issue resolution with staff, construction team and/or vendors
* Develop and implement preventative and regular maintenance schedules and procedures
* Assign tasks, supervise, and evaluate staff and vendors
* Walk the property daily and conduct safety inspections
* Order, store, and maintain inventory of equipment, supplies, and materials
* Perform walk-through inspections of vacated units
* Review resident repair work orders
* Conduct and maintain after hours emergency on-call coverage schedule
* Maintain time and production records
* Review and code maintenance invoices
* Diagnose and/or perform maintenance/repair (as applicable to achieved certification level) to include A/C and heating, electrical and plumbing systems, stairs, gates, fences, patios, railings, tile, carpet, flooring, fireplaces/firepits, ceiling fans, appliances, shutters, doors, cabinets, windows, walls and ceilings, pool area and other equipment as required. (Outsourcing as required)
* Control operating costs by effectively utilizing employees, equipment, preventative training methods, and forecasting skills
* Manage relationships with contractors and service provider
* Monitor electrical and hydraulic systems of facilities to ensure functionality
* Plan and oversee all repair and installation activities
* Ensure that designated buildings, plant, and facilities are fit for purpose and to provide proactive support/solutions when required
* Ensure health and safety policies are complied with

**SKILLS & QUALIFICATIONS:**

* Bachelor's degree in Engineering or the successful completion from a vocational school is required
* 10+ years' experience in a maintenance management role
* Valid Certified Maintenance Manager (CMM) is required
* Type I, II, III EPA Certifications required

Experience with mold/water remediation, plumbing and appliance repairs

* Experience operating small hand tools, gas powered tools
* Must be computer literate with MS Word, Excel and experienced with Property Management software
* Proven knowledge of engineering and mechanical concepts including electrical, hydraulic, and mechanical systems
* Working knowledge of facilities machines and equipment
* Experience in planning maintenance operations: planning time, method, manner, and/or sequence of performance for the entire team
* Excellent communication and interpersonal skills
* Outstanding organizational and leadership abilities
* Competent in problem solving, team building, planning and decision making
* Able to work Monday through Friday with shared evening and weekend emergency on-call responsibility
* Ability to prioritize and organize your daily work responsibilities
* Ensure excellent service standards to maintain high level of resident satisfaction
* Professional appearance and demeanor
* Ability to make sound decisions and problem solve timely and effectively
* Ability to carry, push and/or pull, stoop, kneel, crouch and/or crawl, and remain on foot for extended periods of time
* Climbing up and down a ladder
* Ability to work in hot, cold and/or damp environments
* Use of general grounds keeping equipment including, but not limited to leaf blowers, snow blowers, brooms, ladders, scrub brushes and various types of rags, different types of cleaning solvents and including use of required safety equipment
* Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials

While the maintenance team continues to grow, the Director will be responsible for overseeing all installation, repair, and upkeep operations of organization facilities. **Additional duties will include (but not limited to) the following:**

* Oversee and manage vendors, ordering and inventory. Obtain bids from vendors for routine work, coordinate work of vendors, order materials and prioritize the maintenance needs of the property.
* Perform routine inspections and preventive maintenance; Identify maintenance issues that need repair, may be a safety hazard and be able to make necessary repairs.
* Prepare all market-ready apartments, which may include painting, drywall, carpentry, carpet cleaning/repair, general repairs, and housekeeping.
* Maintain and repair routine items including and not limited to plumbing, air conditioning, heating, general carpentry, appliance, electrical, painting and drywall efficiently and in a professional manner.
* Consistently maintains a professional, courteous attitude when communicating with residents, coworkers, and the public.
* Maintain an organized, clean, and safe work area.
* Complete resident service request in a timely manner.
* Maintain an EPA certification and be able to repair and service residential HVAC systems.
* Maintain grounds, common areas, and building exteriors to keep them clean, free of trash, debris, and other safety issues to ensure excellent curb appeal.
* Perform on-call emergency work as required.

**SALARY: $75,000 - $85,000 (DOE)**

**SCHEDULE: Monday – Friday & on-call as needed**

**TYPE: Full-Time, Exempt**