



Job Title: Maintenance Director

Location: Brookside Park Apartments, Berlin, NH 03570

Hours: Full-time 40 hours a week

Are you looking to start a career? Are you looking to join a supportive team and a dynamic company? We are so sure you will love it at HallKeen Management that we are offering a \$2,000 hiring bonus for the right candidate. All bonuses to be paid per company policy.

Job Description:

HallKeen Management has an opening for an experienced and motivated Maintenance Director to oversee all maintenance responsibilities for a 120-unit Project Based Section 8 property located in Berlin, NH.

The responsibilities of the Maintenance Director are wide-ranging. The Maintenance Director is responsible for managing the maintenance budget, establishing and adhering to a preventative maintenance schedule, meeting turnover time requirements, reviewing vendor contracts, obtaining competitive bids for work needed on site, overseeing vendors working on site, and preparing the property for HUD, state, and other regulatory inspections.

Participation in rotation of On-call emergencies after hours and weekends is required.

The Maintenance Director will manage a staff of Maintenance Technicians and will handle all responsibilities associated with the maintenance of the property. Some duties include, but are not limited to, handling daily service requests, turning over apartments for occupancy; maintaining or replacing appliances, fixtures and switches; working with contractors as necessary; providing corrective maintenance; providing preventive maintenance; inspecting apartments, buildings and/or grounds as necessary; replacing/maintaining smoke detectors, circuit breakers and outlets; painting apartments; changing window screens and glass; providing cosmetic repairs within apartments and common areas; snow removal; inventories; working with the PM on maintenance budgeting; using the necessary safety attire and/or equipment; performing other duties as they arise.

Candidate must have 5 years of property maintenance experience and must have previous supervisory experience in overseeing staff. Candidate should have strong organizational skills with the ability to multi-task and will take ownership of all maintenance responsibilities as they relate to this property. Candidate should be results driven and possess the ability to work within a budget.

Candidate must have working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, heating and electrical systems to handle service calls and maintain vendor relationships. Candidate should have experience using residential maintenance software, Word, Excel and communicating via email.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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