



Job Title: Maintenance Director \$1,000. Sign On and Retention Bonus!

Location: Courts of Camp Springs, Suitland, MD 20746

Hours: Full-time 40 hours a week

Job Description:

HallKeen Management has an opening for a full-time Maintenance Director position to oversee all maintenance responsibilities for a garden style property with 414 units and will supervise a staff of four employees.

We are offering a \$1,000 bonus for the right candidate! All bonuses to be paid per company policy. HallKeen has a terrific benefit package which includes medical, dental and 401k.

Duties and Responsibilities:

Some duties of this hands-on position include but are not limited to handling and directing daily work orders from residents and office staff; turning over apartments for occupancy; maintaining or replacing appliances, fixtures and switches; seek, evaluate and recommend contractors for various outsourced functions; provide preventive and corrective maintenance; apartment, buildings and/or grounds inspections as necessary; replace/maintain smoke detectors, circuit breakers and outlets; providing touch-up paint; changing window screens and glass; inventory control . Maintenance Director will prepare for and participate in property wide inspections as well as individual periodic inspections; participating in rotation of on-call in response to emergencies and snow removal after hours and weekends.

Candidate must have prior property supervisory maintenance experience and working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, HVAC, and electrical systems to handle service calls and maintain vendor relationships. Knowledge of lead paint and asbestos regulations helpful.

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.

If you are interested in applying or know someone to refer for the position please e-mail resume cmatthews@hallkeen.com