



Job Title: Maintenance Director

Location: Danville House Apartments Danville House Danville, VA 24541

Hours: Full Time- 40 hours

Job Description:

HK Management has an opening for a Maintenance Director to assist in and oversee maintenance duties of 106 apartments at Danville House Apartments in Danville, VA. On-call responsibilities will be required. Individual must have experience and skills in building maintenance, and must be a licensed EPA HVAC I and II technician.

Some duties of this hands-on position include but are not limited to supervising maintenance team, handling 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, changing window screens and glass, inventory control . The Maintenance Director will prepare for and participate in property wide inspections as well as annual apartment inspections, participating in on-call in response to emergencies and snow removal after hours and weekends.

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

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 fax or e-mail resume to Donna DeRose at 781-915-3159 or DDeRose@hallkeen.com