



Job Title: Maintenance Director

Location: General Shepard Westfield, MA 01085

Hours: Full Time 40 hours per week - on call rotation

Pay Rate: \$28. to \$30. Per hour

Job Description:

HallKeen Management has an opening for an experienced and motivated Maintenance Director to oversee all maintenance responsibilities for a community consisting of 106-unit elderly/disabled project-based Section 8 property and 1 Commercial Space in Westfield, MA.

Duties and Responsibilities:

The responsibilities of the Maintenance Director are wide-ranging and quite diverse. Maintenance Director will manage staff of one employee and will handle all responsibilities associated with the maintenance of this property. Some duties include but are not limited to handling daily work requests from existing residents and office staff; 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; providing touch-up paint; changing window screens and glass; providing cosmetic repairs within apartments and common areas; snow removal; participating in rotation of On-call emergencies after hours and weekends using the necessary safety attire and/or equipment; performing other duties as they arise.

Experience:

Candidate must have 3-5 years of property maintenance experience and previous supervisory experience overseeing staff is preferred. The ideal candidate must have strong organizational and communication 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.

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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