



Director of Maintenance Operations and Capital Projects

HallKeen | Massachusetts-based with regional and occasional out-of-state travel

Full Time – Pay Rate Starting at \$120,000.

HallKeen is looking for a hands-on leader to manage maintenance operations and capital projects across our residential portfolio. This new role will help improve how our maintenance teams work, support our properties in the field, and create clear standards for preventive maintenance, inspections, safety, compliance, and long-term capital planning.

HallKeen is a real estate management and investment company focused on affordable and workforce housing. We manage a wide range of residential communities and work to support our residents, our properties, and the long-term success of our portfolio.

About the Opportunity

Reporting to the Chief Operating Officer, this person will work closely with Operations, Development, Finance, and senior leadership. The goal is to keep HallKeen communities safe, well-maintained, inspection-ready, and prepared for future capital needs.

This is a good opportunity for someone who can lead at a high level while staying connected to day-to-day property needs. The right person will be comfortable working with senior leaders, coaching site teams, and managing larger repair or renovation projects.

Key Responsibilities

- Build and carry out a maintenance and capital project plan that supports HallKeen's properties, residents, and growth.
- Lead preventive maintenance, inspection readiness, equipment replacement, and capital planning across the portfolio.
- Create clear standards, procedures, checklists, and quality controls for maintenance teams.
- Provide technical oversight for capital repairs, renovations, redevelopment work, construction projects, and occupied rehab projects.
- Work with Development, Operations, Finance, and leadership on project planning, budgets, vendor selection, construction oversight, and project closeout.
- Build a strong field-focused culture based on visibility, accountability, coaching, teamwork, and good resident service.
- Help properties prepare for HUD NSPIRE, state agency, insurance, lender, investor, fire/life safety, and other inspections.
- Support safety, environmental compliance, sustainability, technology improvements, and better ways of working across the portfolio.

Qualifications

- 10+ years of leadership experience in multifamily housing, affordable housing, construction, facilities management, real estate development, or a related field.
- Experience managing both maintenance operations and capital or construction projects.
- Experience leading maintenance or technical teams across multiple properties or locations.
- Strong understanding of affordable housing operations, inspections, and compliance requirements, including HUD, LIHTC, Section 8, HOME, RAD, OSHA, Fair Housing, and similar programs.
- Ability to turn technical needs into practical systems that help properties run better and improve the resident experience.
- A leadership style based on humility, good judgment, accountability, teamwork, and willingness to support site teams directly when needed.
- Bachelor's degree in Construction Management, Engineering, Architecture, Facilities Management, Real Estate Development, or a related field preferred.

Why Join HallKeen

HallKeen offers the opportunity to help improve maintenance operations and support affordable and workforce housing communities. This role will have a meaningful impact on our properties, residents, field teams, capital planning, and company growth.

How to Apply

Qualified candidates are encouraged to apply and bring their maintenance, project management, and leadership experience to HallKeen's next stage of growth.

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.

APPLY NOW