



Job Title: Director of Maintenance

Location: The Residence at Kenilworth Park 1650 Kenilworth Ave NE Washington, DC 20019

Hours: Full-time

Job Summary:

Under the general direction and supervision of the Executive Director, the Maintenance Director will be responsible for the planning, organization and supervision of the physical plant in accordance with corporate policies and procedures as well as in compliance with Federal and State regulatory requirements.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Diagnose and repair problems in such areas as HVAC, electrical, lighting, plumbing, major appliances, carpentry, emergency systems, flooring, hardware accessories, masonry, painting/wallpaper, water features and waste management systems.
- Establish and maintain a preventive maintenance schedule and sufficient maintenance supplies.
- Replace burned out light bulbs, paying particular attention to exit lights, overhead lights, and room call lights.
- Complete assigned service requests and repairs consistent with company operating and equipment/supply standards and in a safe and timely manner.
- Perform turn-key work as required to ensure vacant apartment homes are rent ready in a timely manner.
- Maintain customer service standards. Respond to resident requests and work with residents to minimize/resolve problems and complaints. Follow-through to ensure issue is resolved.
- Apply all applicable HallKeen Assisted Living Communities' Policies and Procedures such as, but not limited to, company operating and safety standards. Promote safe work practices among on-site staff.
- Ensure compliance with all federal, state and local laws, specifically Fair Housing regulations, building codes and environmental laws and regulations.
- Assist with organizing and prioritizing service requests, general maintenance, and preventive maintenance tasks.
- Execute fire safety, disaster, elopement drills and policies and maintain records in compliance with current regulations and standards.
- May supervise the work of other associates including outside contractors.
- May perform other duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent (GED) preferred.
- Valid driver's license.
- 1 year experience in Property Management maintenance.
- Able to read and write Maintenance work orders and to read and understand labels on containers of maintenance related chemical, supplies and materials.
- Able to perform basic arithmetic skills such as measurement, addition, subtraction, multiplication and division in order to do basic calculations and analysis such as estimating, determining averages and percentages, and totals.
- Able to occasionally operate general office equipment such as, but not limited to, personal computer, telephone, photocopying machine, facsimile machine and postage machine.
- Able to frequently use general maintenance tools, supplies and equipment such as, but not limited to, hand tools, pressure washers, blowers, paint equipment, pool chemicals, ice removal equipment, ladders, landscaping equipment, sanders and safety equipment.
- Able to frequently handle and use chemicals and general cleaning supplies.
- Must possess basic hand tools necessary for performing maintenance related duties

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

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. Employee referral bonus, and resident referral bonus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Erica Senegal at ESenegal@HallKeen.com