



**Job Title: Maintenance Director**

**Location: Kent Farm Apartments, East Providence, RI 02914**

**Hours: Full-Time - 40 hours**

**Job Description:**

HallKeen Management is looking for an experienced, full-time Maintenance Director to join our dynamic maintenance team. The property consists of 250 apartments and is located in East Providence, RI.

**Duties and Responsibilities:**

The responsibilities of the Maintenance Director are wide-ranging and quite diverse. Maintenance Director will manage staff 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; painting apartments; changing window screens and glass; providing cosmetic repairs within apartments and common areas; snow removal; inventories; working with the PM on maintenance budgeting; bidding as needed; 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.

**Qualifications:**

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. Basic computer knowledge is required.

**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 to Charlotte Lewis at [clewis@Hallkeen.com](mailto:clewis@Hallkeen.com)**