



**Job Title: Maintenance Director**

**Location: Pine Oaks 1 & 2 Harwich, MA 02645**

**Hours: Full Time / 40 hours per week**

**Job Description:**

Massachusetts based Real Estate Management Company is seeking a qualified, motivated, and experienced full-time Maintenance Director; 40 hours per week. Position is located at a 62+ apartment community in Harwich with a total of 98 affordable apartments.

The Maintenance Director is ultimately responsible for providing leadership, caring for and maintaining the property, providing a high quality living environment, developing a budget and properly managing the property's physical plant.

**Primary Responsibilities include, but are not limited to:**

- Responsible for the development, oversight and implementation of all preventive maintenance programs for the properties
- Prepare a maintenance and capital budget annually, and collaborates with Manager to ensure budget adherence or report on variances
- Develop long range plans for repairs, replacements and improvements
- Prepare and maintain maintenance reports to supply to Management
- Collect and prepare bids from contractors and vendors, and supply to management for work to be performed at the property
- Perform regular property and apartment inspections, and make necessary repairs
- Complete necessary maintenance related to apartment turnovers (i.e. painting, appliances, electrical, plumbing, etc.)
- Responsible for the overall upkeep of the grounds including inventory of maintenance supplies and equipment
- Responsible for maintenance and property use of equipment
- Implementation and compliance with the maintenance initiatives of the HK Policy Manual
- Build and mentor team members; encourage communication and high standards
- Organize, prioritize, and distribute work responsibilities for the maintenance staff as well as contractors and vendor
- Ensure that all staff, including new hires, are training and practice proper and safe equipment use

- Coordinate and participate in the “on-call” emergency service rotation; respond and complete emergency repairs as needed
- Coordinate and participate in snow removal as needed
- Responsible to attend HK maintenance meetings and industry related trainings
- Provide excellent customer service to residents and clients
- Adhere to Fair Housing practices

The above listed job responsibilities is meant to be a guideline not a complete description. All of the duties of this position are not described above and the employee will be required to perform other related duties as directed by the supervisor and management of the property.

**Requirements:**

- Basic knowledge of plumbing, heating, electrical, and carpentry repairs.
- Knowledge of preventive maintenance programs to ensure proper maintenance and care of building systems, equipment, etc.
- Familiarity with HUD and/or Rural Development inspection protocol (NSPIRE)
- Individual must have strong organizational skills, and excellent interpersonal and verbal skills in order to interact daily with vendors, clients and residents.
- Ability to manage and lead a team while balancing competing priorities
- This position includes required response to on-call emergencies after hours when necessary and snow removal responsibilities during the winter season.
- Basic computer skills including Word, Excel and have the ability to use email and internet.
- Valid driver's license

The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

**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 email resume and salary requirements to [CBoyle@hallkeen.com](mailto:CBoyle@hallkeen.com)**