

Economic Growth Corporation
JOB DESCRIPTION

Maintenance Manager

Reports To: Director of Property Management

FLSA Status: Exempt/Salaried

Summary:

A full-time position responsible for managing and supervising the workload of the maintenance, housekeeping, custodial, and ground staff. The maintenance manager will prioritize and schedule the staff and maintenance tasks for all Home Base buildings and grounds. The maintenance tasks include but are not limited to carpentry, electrical, plumbing, painting, and janitorial responsibilities. The maintenance manager will be responsible for disciplinary actions and employee reviews.

Essential Duties and Responsibilities include the following:

- Analyzes current operations, identifies needs, and makes recommendations regarding the development of a full maintenance program, efficiency, cost savings, etc.
- Coordinates staff scheduling with property manager.
- Identifies and prioritizes work to be completed at each site and schedules staff accordingly.
- Subsequent training of all service personnel.
- Perform daily maintenance tasks to include apartment turns and work orders.
- Ensures all work is properly completed on time and within budget.
- Clean and maintain work areas, tools and equipment.
- Schedule and assist in the supervision and selection of all vendors work.
- Manage on-call rotation schedule to ensure consistent coverage.
- Reports unusual circumstances regarding property or residents.
- Demonstrates knowledge and understanding of national, state, and local building codes.
- Makes accurate estimates of time and materials required for maintenance tasks; orders and monitors use of maintenance supplies and materials.
- Establishes and maintains effective working relationships with officials, contractors, residents, employees, and the general public.
- Assumes on-call duties as needed, including nights and weekends.
- Maintains confidentiality of all clients/residents.
- Maintains regular attendance.
- Must have own tools and transportation
- Other duties as assigned.

Supervisory Responsibilities

- Supervises 5+ employees.
- Assigns work and provides trainings as needed.

- Provides leadership and guidance to maintenance staff by providing positive feedback and constructive criticism in order to obtain desired results and work product.
- Ensures that all maintenance staff follow and comply with OSHA rules and regulations and maintain departmental housekeeping standards.

EDUCATION AND/OR EXPERIENCE

Education, Training and/or Experience:

- High school or equivalency degree required; graduation from an accredited college trade school or related field preferred;
- At least **5 years** of progressively responsible experience in maintenance management, HVAC , plumbing, and electrical
- At least **3 years'** experience supervising at least of **5+ staff members**;
- Any equivalent combination of education and experience to meet job requirements.
- Computer literate with thorough knowledge of Excel and Word
- 5 Years experience in multifamily housing industry preferred

License and Special Requirements:

- HVAC State Certified or at least one year experience
- Possession of a valid driver's license and personal motor vehicle liability insurance
- Ability to meet insurability requirements of the Company's motor vehicle insurance carrier and fidelity bond
- Must be able to pass the Fair Housing Test

OTHER QUALIFICATIONS

- Self-motivated, organized, and able to meet deadlines
- Effective verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Must possess problem-solving skills
- Ability to think outside-the-box in planning and scheduling
- Ability to work independently or as part of a team
- Working knowledge of any equipment needed to maintain rental properties, including landscaping, snow removal, and pest control
- Effective planning and coordination of activities of subordinates engaged in maintenance activities
- Understanding of principles and practices of organization and management and their application to the administration of rental housing
- Demonstrates sound judgment and decision-making abilities
- Understands procedures associated with building and grounds maintenance and construction
- Takes initiative in completing any maintenance task required
- Willing and able to provide emergency coverage after hours and to carry a cell phone

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to:

- Sit, stand, or walk for extended periods
- Kneel, crouch, and/or stoop to perform physical inspections of grounds, units, and common areas
- Lift or carries up to **50 pounds** independently and **100+ pounds** with assistance.

WORKING CONDITIONS

While performing the duties of this job, the employee may be exposed to odors, vision strain, and noise. The employee will work both inside and outside. While working inside, the employee will be in a variety of environments and could be exposed to moderate noise levels, controlled and uncontrolled temperature conditions, and have occasional exposure to hazardous physical substances. While working outside, the employee is exposed to a variety of weather conditions.

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I, the undersigned employee, acknowledge receiving and having the opportunity to review the above Job Description. I agree that in the event I no longer meet the qualifications and requirements, or become unable to fulfill the responsibilities, I will immediately notify my supervisor.

Employee Signature

Date