

### Highlights

**Starting Date:** Immediate

**Hours per Week:** Full-time

**Compensation:** \$32- \$34/ hour DOE, plus bonuses

### Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Ongoing training and professional development
- Education and enrichment reimbursement
- Employee housing discount
- Quarterly bonus program

### Qualifications

- 5+ years of maintenance experience, with at least 2 years in a supervisory role
- Prior experience with building maintenance, unit turns, and vendor management
- Solid knowledge of HVAC, plumbing, electrical, mechanical systems, and general construction
- Strong conflict resolution, negotiation, and decision-making skills
- Excellent verbal and written communication skills
- Strong multitasking ability with high attention to detail and follow-through
- Comfortable using maintenance systems and digital tools; ability to learn new platforms quickly
- High school diploma or GED required; technical certifications preferred
- Must be able to work flexible hours, including weekends and on-call shifts

### Job Description

- Oversee day-to-day maintenance operations for the entire property
- Supervise, schedule, and manage service and maintenance staff, including hiring and terminations
- Intake, assign, and follow up on all work orders to ensure timely and professional resolution
- Coordinate and complete unit turns and vacant unit preparation
- Conduct routine inspections and implement preventive maintenance programs
- Maintain and repair building exteriors, unit interiors, common areas, and grounds
- Respond to emergency maintenance requests, including after-hours and weekend calls
- Source, negotiate, and manage third-party vendors and contractors
- Manage maintenance and repair expenses in a cost-effective and budget-conscious manner
- Ensure compliance with safety standards, company policies, and federal regulations
- Maintain accurate documentation of maintenance activities, incidents, and inventory
- Collaborate with other departments to support operational efficiency
- Perform other duties as assigned

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