

# Maintenance Manager

Join a growing organization that is strengthening neighborhoods across the nation! Maloney Properties, Inc. is one of the leading residential and commercial in the area. Maloney Properties, Inc was voted a Top Places to Work 6 times. We pride ourselves on sustain strong communities where people of all incomes can achieve their full potential.

## Position Description:

We are seeking a Maintenance Manager for 400- unit multi-family apartment and commercial property scattered in Northern RI. This individual is responsible for maintaining the physical integrity of the property. Under the direction of the Community Manager the Maintenance Manager is responsible for all the physical operations of the multiple communities in Woonsocket, Harrisville and Burrillville, RI. Particularly the preservation and maintenance of the structures on multiple sites. This candidates' primary role will be to deliver leadership, mentoring and direction to enhance the skills of current employees and foster a collaborative, positive work environment, and providing a quality living environment for all residents.

The Maintenance Manger will participate with all aspects of the property's maintenance including the physical grounds, custodial, preventive, corrective, deferred and emergency. This candidate is also responsible for following the maintenance program and policies to protect and maintain the property.

## Duties include:

- Strong leader, to set example for other staff in matters of organization and demeanor.
- Strong knowledge of HVAC, plumbing, electrical, and carpentry skills.
- Assigning resident maintenance requests to vendors or staff.
- Organize and complete work orders to be entered into software.
- Identifies current and future maintenance project requirements and priorities.
- Achieves financial objectives by adhering to an annual maintenance budget.
- Coordinates projects with purchasing, initiates corrective actions, and anticipates long-term issues.
- Provides recommendations to the Community Manager for capital and renovation/project expenditures.
- Work with Community Manager to manages inventory control operations.
- Prepares routine and special reports by collecting, analyzing and summarizing information and trends.
- Adheres to Federal, State and local regulatory compliance related to building code.
- Oversees and/or assists in capital improvement and renovation projects.

- Manage vendor services and general contracts.
- Tracks anticipated capital improvements such as carpet, asphalt, HVAC, hazard and roofing repair and replacement.
- Manages warranty contracts and records.
- Prepares Preventive Maintenance Plan which includes boiler pressures and temperature, hallway cleanliness, elevators, life safety, emergency lighting, snow logs, stair condition, outside inspections and certifications, etc.
- Manages shop and maintenance garage / storage areas for organization, inventory, and safety compliance.
- Coordinates and participates with inspection of all types.
- Available for 24-hour emergencies and maintenance on-call rotation.

**Experience Required:**

- At least 3-5 years of progressive responsibility in property maintenance management.
- Multi-site and/or multi-family maintenance operational management experience is preferred.
- Must have advanced experience in hands on plumbing, HVAC, carpentry, appliance, and electrical repairs.
- Experience in training, budget development and managing expenses; bid and managing vendors, service and general building contractors are essential skills.
- One or more Industry-Trade certifications (NAHMS, CAMT, OSHA, HVAC, ETC) is preferred.
- Willingness to get certification within 6 months of hiring to meet any specific site/area needs.
- Ability to participate in emergency on-call and snow removal.
- A valid Driver's License and access to a vehicle.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=549170>

Maloney Properties is an Equal Opportunity Employer.