



Job Title: Maintenance Director
Reports To: Property Manager
Revised: 6/10/2009

Job Description

Summary

As a working supervisor, this person coordinates and participates in the activities of the property maintenance staff and contractors engaged in the maintenance and repair of physical dwelling structures, buildings, appliances, swimming pools and the maintenance of grounds through the performance of the following duties.

Essential Duties and Responsibilities include, but are not necessarily limited to, the following:

1. Communicating daily with the Property Manager.
2. Conducting a daily inspection of the entire property.
3. Completing daily work orders and planning capital or expense projects.
4. Completing apartment unit punch-outs (make-readies).
5. Performing periodic inspections of the property at the direction of management, investors or governmental agencies.
6. Requesting, obtaining the approval of the Property Manager and purchasing tools, equipment and supplies from approved vendors, as required, and maintaining control over the property's inventory of maintenance tools, supplies, parts and equipment.
7. Maintaining the OSHA and MSDS sheets and logs.
8. Ensuring that trash and debris are picked up each day at the property.
9. Inspecting completed work for adherence to accepted specifications and workmanship standards.
10. Scheduling and following up on preventative maintenance programs, e.g., mold prevention, HVAC filter and coil cleaning, etc.
11. Establishing and modifying maintenance staff work schedules.
12. Making recommendations regarding working conditions and equipment use so as to maximize the efficiencies of the maintenance staff.
13. Training and motivating the maintenance staff on an on-going basis.
14. Identifying and reporting current or potential safety hazards.
15. Maintaining maintenance staff time sheets and production records.

Supervisory Responsibilities

1. In conjunction with the Property Manager, employs, supervises and/or terminates all Maintenance Technicians and Grounds Personnel as are budgeted for the Property.
2. Directs maintenance staff and contractors engaged in the cleaning, painting and performance of structural repairs (masonry, woodwork, interior and exterior, HVAC, etc.) of property buildings and apartments.
3. Analyzes production requirements of tasks and estimates hours required to complete task assignments.
4. Conveys Homestead America policies and procedures to maintenance staff and contractors, as required.

Qualifications

To perform this position effectively, the individual must be able to perform each essential duty satisfactorily. The requirements listed hereinafter are representative of the knowledge, skill and abilities required of a Homestead America Maintenance Director. Reasonable accommodations will be made for to enable individuals with disabilities to perform the essential responsibilities. Individual must be available for emergency on-call (rotating schedule).

1. Education and/or Experience

Associates' Degree (A.A.) from a two-year accredited college or technical school or equivalent educational (e.g., military) experience and must possess at least five years of experience in 4 of the following 7 major trades, i.e., 1) carpentry, 2) electrical, 3) plumbing, 4) HVAC, 5) roofing, 6) siding or 7) painting and at least three years as a Maintenance Supervisor or Service Manager in a residential or commercial (commercial property, not industrial) environment.

2. Certifications, Licenses & Registrations

Minimal requirements include, but are not limited to, HVAC EPA certification of Class 2. (Class 1 certification is preferred and must be obtained within twelve (12) months of employment.

3. Language Skills

The ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals; ability to write routine reports and correspondence and speak effectively before groups of customers, employees or contractors.

4. Reasoning Ability

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems and to deal with non-verbal symbolism (formulas, schematics, graphs, etc.) in its most difficult phases; the ability to deal with abstract and concrete variables.

5. Physical Demands

Individual is required to stand, bend, stoop, crawl and walk and occasionally climb ladders for the repair of pole lighting, siding and or roofs. Weight lifting requirements include lifting or moving up to 75 pounds from the floor to waist, from floor to chest, from floor to shoulders and also being able to drag or carry 75 pounds over a distance of 50 feet. Individual is also required to lift 20 pounds overhead and needs the ability to move around while laying on his/her back while performing repairs. Since our properties have multiple stories, being able to climb 3 flights of stairs repeatedly is also an essential function. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential responsibilities.

6. Work Environment

The characteristic work environment is one of requiring tasks to be completed in outside weather exposure, household and moderate commercial chemicals and moderate noise levels. Reasonable accommodations will be made for to enable individuals with disabilities to perform the essential responsibilities.