

Job Description: Director of Building Facility Maintenance.

The position to be filled will be working with a 35 year old financially strong and stable non-profit Property Management Company, who owns and manages affordable housing from Woonsocket, RI to Hopkinton, RI. This company's residential, affordable housing portfolio consists of several 3 story renovated historical buildings, converted factory buildings and several 50+ units' of new construction buildings. This position will report to the Director of Property Management. The Director of Facility Maintenance will ensure that maintenance and janitorial staff (18+/-) performs the proper repairs and preventative maintenance needed to keep all building's infrastructure running smoothly. You will be found working for senior housing apartments complexes, family housing apartment complexes, office building. Directors' daily tasks can vary based on employer needs and the building's type and function.

Director of Building Facility Maintenance must be detail-oriented and possess leadership, communication and problem-solving skills. A working knowledge of electrical, plumbing and HVAC (heating, ventilation and air conditioning) systems, and water heater replacements, is necessary for this position. You will be assisting in Federal and State area agencies physical inspections of properties. You must have experience supervising staff. **A cover letter and resume must be submitted for consideration, To: hoel@wdchoc.org** Salary based on experience.

Duties of Director of Building Facility Maintenance

In addition to scheduling maintenance worker shifts and managing building operations, director will need to make sure that maintenance and repair costs stay within budget. This can range from utilizing energy efficient light bulbs to interacting with contractors on large renovation projects. Besides making sure that buildings are in compliance with local building and safety codes, they will also be responsible for directing janitorial and grounds staff in keeping the interior and exterior of the building looking clean and presentable. They will oversee efforts for snow removal from walkways and parking lots. Maintenance Director will advise senior management on workplace safety, ensuring that the organization and buildings remain in compliance with OSHA regulations.

Building maintenance director should be able to read blueprints as they will need to monitor the upkeep of electrical, plumbing and HVAC systems. To some extent, the director must be proficient in many trades since they also oversee common repair tasks, such as patching drywall, fixing leaks, painting and re-keying locks. They are often responsible for interviewing, hiring and training maintenance staff. The director will need to be always on-call, so they can be contacted at any time in case of an emergency with one of the buildings.

Job Skills and Requirements

- Analytical Skills: Maintenance Director must look at a lot of different information and make decisions based on needs and budget concerns.
- At least 5 years' experience as a supervisor required.
- Communication: Maintenance Director is required to effectively communicate to their staff, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.

- Attention to Detail: Quality control is a large part of a director's job. Making sure cleaning, upkeep and safety standards are maintained, and deficiencies are discovered and corrected.
- Leadership Skills: The director must motivate and coordinate employees, as well as deal with any disciplinary issues that may come up.
- It will be desirable if you have knowledge of and experience with REAC inspections.
- Computer skills required: Microsoft Word and excel.
- At least two years of college or Trade School Education.