

GENERAL SUMMARY

The Campus Director of Maintenance, Nahanton Campus is responsible for overseeing the day-to-day operations and long-term planning of maintenance and facilities management for this 2Life Communities campus. This role ensures that all campus buildings, grounds, and infrastructure are maintained to the highest standards of safety, functionality, and aesthetics.

ESSENTIAL JOB FUNCTIONS

Leadership and Management:

- Supervise and manage the maintenance and custodial team, including hiring, training, and evaluating staff performance.
- Develop and implement maintenance schedules and procedures to ensure optimal operation of campus facilities.
- Foster a positive and productive work environment that encourages professional growth and teamwork.
- Manage vendor relationships and oversee the work of contracted service providers.

Maintenance Operations:

- Oversee the planning and execution of routine, preventative and emergency maintenance tasks for all campus buildings and grounds.
- Conduct regular inspections of properties to ensure compliance with safety regulations and maintenance standards.
- Address and resolve maintenance requests promptly and efficiently.
- Ensure that all maintenance tasks are performed to high-quality standards and in compliance with relevant regulations and codes.

Budget and Resource Management:

- Prepare and manage the maintenance budget, including forecasting, tracking expenses, and reporting on financial performance.
- Oversee contracts with external vendors and service providers, ensuring quality and cost-effectiveness.
- Monitor inventory of maintenance supplies and equipment, ensuring timely procurement and optimal usage.

Project Management:

- Partner with 2Life's Capital Projects team with renovation and construction projects, coordinating with contractors, and other stakeholders.
- Conduct regular inspections and assessments of campus facilities to identify areas needing improvement or repair.

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Compliance and Safety:

- Ensure that all maintenance activities comply with local, state, and federal regulations, including OSHA standards.
- Implement and maintain safety programs to protect staff, residents, and visitors, including emergency response plans and safety training.
- Conduct regular safety inspections and audits of campus facilities.

Strategic Planning:

- Develop and implement long-term maintenance strategies aligned with the campus's goals and objectives.
- Stay informed about industry trends, technologies, and best practices to enhance campus maintenance operations.

KNOWLEDGE, SKILLS & ABILITIES

- Minimum of five years of experience as a supervisor in a residential building
- Excellent interpersonal, communication, and management skills; prioritize, delegate, coach, and monitor staff.
- Knowledge of OSHA regulations.
- Proficiency in the use of computer software in record keeping, communicating, and reporting.
- Knowledge of elevators and high-rise buildings systems.
- Basic knowledge of high-efficiency boilers and heating plants, plumbing, heating, HVAC, and electrical systems.
- Knowledge of "Green Initiatives".
- Ability to lift 50 lbs. and walk for long periods of time.
- Must be willing to work flexible hours, including evenings and weekends as needed.

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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