

## Job Description:

- I. Job Title: Maintenance Manager
- II. Job Relationships: Reports to VP Asset Management. Supervises Maintenance Technicians. Collaborates with Property Managers
- III. General Description  
Together with VP Asset Management, Property Managers and Maintenance Technicians; plan, prepare and execute the proper maintenance of Lacasa owned or managed portfolio. Manage and maintain the rental portfolio to a safe, attractive condition; restore vacant units to rent ready condition; assure tenant and staff work orders are completed according to prescribed prioritization; and maintain a secure proximity control/key system for all property.

## Responsibilities

- A. Oversee the maintenance of all buildings and grounds to LaCasa's standard and in line with capital improvement budgets.
  - B. Provide leadership to maintenance team in the following areas:**
    - 1. Repair vs. replace decisions with clear guidelines and awareness of budget implications**
    - 2. Coordinate acquisition of required tools and equipment and guide its maintenance and shared use across the portfolio and organization**
    - 3. Preventive maintenance plans and scheduling for portfolio**
    4. Be available for consultation and response concerning after hours emergencies
    - 5. Oversee hours emergency procedure, planning and execution**
  - C. Support Property Managers in unit inspections prior to new resident move-ins, and when apartments are vacated.
  - D. Coordinate with Property Managers to ensure that work orders are prioritized and completed in a timely manner.
  - E. Collaborate with Lacasa Real Estate Development team and outside contractors as needed to meet property objectives and timelines**
  - F. Supervise Capital Needs Assessments as directed and provide annual progress reports as needs are addressed
  - G. Perform annual performance reviews of supervisees and participate in hiring of additional staff
- V. Hours and salary range
- A. Full-time, exempt.**
  - B. Salary will be established commensurate with the skills and experience of the employee within the salary/wage range step.**
- VI. Job qualifications
- A. Strong verbal and written communication skills. Computer skills required.

- B. Must provide and carry a personal cell phone during work hours for communication with office personnel and vendors
- C. Strong organization skills; ability to work independently and as a team.
- D. Ability to work with customers, donors, volunteers, other community professionals and the general public in a way that reflects positively on Lacasa and its mission
- E. Mechanical aptitude and trouble-shooting experience with single and multi-family apartment systems
- F. Experience in facility maintenance and supervision
- G. Must provide a personal vehicle capable of transporting basic tools and supplies to job sites and maintain a valid driver's license and vehicle insurance. Must provide basic hand tools.
- H. Physical ability to perform manual labor for 8 hours per day, lift a minimum of 50 lbs and ability to climb and work off of ladders.
- I. Shares Lacasa's purpose and core values. Purpose: to equip people and communities to unlock their potential. Values: Respect human dignity, work together, pursue excellence, and build to last.