

**Job Title:** Project Maintenance Manager (Starting salary \$71,000.00 neg. upon hire)

**Location:** Dunn Housing Authority (offices and residential facilities)

**Department:** Maintenance

**Reports To:** Executive Director

**Position Type:** Full-Time; may require occasional weekend work

### **Job Summary:**

The Project Maintenance Manager is responsible for overseeing the daily maintenance operations of the properties and managing various projects related to improvements and repairs. This role involves working alongside and leading a team of maintenance technicians, ensuring that all maintenance tasks are performed efficiently and effectively, and managing projects from conception to completion. The ideal candidate will possess strong leadership skills, technical expertise, and the ability to work while managing multiple tasks and projects simultaneously.

### **Key Responsibilities:**

#### **1. Project Management:**

- Organize and manage projects, including unit make-readies, upgrades and renovations.
- Develop details for project scopes.
- Coordinate with contractors and vendors
- Monitor project progress and make adjustments as needed to ensure successful completion.
- Ensure all projects are completed within budget and on schedule.

#### **2. Maintenance Supervision:**

- Lead, supervise, and coordinate the activities of the maintenance team.
- Schedule and assign maintenance tasks, ensuring timely completion.
- Perform regular inspections of the facility to identify maintenance needs and safety hazards.
- Ensure compliance with safety regulations and company policies.
- Maintain accurate records of maintenance activities and repairs.

#### **3. Technical Expertise:**

- Provide technical support and guidance to maintenance staff.
- Troubleshoot and resolve complex maintenance issues.
- Oversee the maintenance and repair of HVAC systems, plumbing, electrical systems, and other critical infrastructure.

#### **4. Inventory and Budget Management:**

- Manage inventory of maintenance supplies and equipment.
- Control and track maintenance expenditures and adhere to budget constraints.
- Prepare and submit regular reports on maintenance activities and project statuses.

5. **Team Development:**

- Coordinate training and development programs for maintenance staff.
- Evaluate team performance and provide feedback to improve skills and efficiency.
- Foster a positive and productive work environment.

6. **Compliance and Safety:**

- Ensure all maintenance practices comply with legal, environmental, and safety regulations.
- Conduct safety audits and implement corrective actions as necessary.
- Maintain up-to-date knowledge of industry best practices.

**Qualifications:**

- **Knowledge:** In-depth knowledge of building systems, maintenance procedures, and project management principles.
- **Education and Certifications:** Bachelor's degree in Facilities Management, or related field preferred; Preference will be given to those with relevant certifications (e.g, HVAC, electrical, plumbing)
- **Experience:** Minimum of [5] years of experience in facility maintenance, with at least [2] years in a supervisory or managerial role.
- **Skills:**
  - Strong leadership and team management abilities.
  - Excellent problem-solving and troubleshooting skills.
  - Strong organizational and multitasking skills.
  - Effective communication and interpersonal skills.

**Physical Requirements:**

- Ability to lift and move heavy objects.
- Ability to perform physical tasks associated with maintenance work, including climbing ladders and working in confined spaces.

**To Apply:**

Interested candidates should submit a cover letter and resume outlining your qualifications and experience to [fchester@dunnhousing.com](mailto:fchester@dunnhousing.com). This position is open until filled.