https://www.premierpersonnelgroup.com/find-a-job/assistant-maintenance-manager/

Assistant Maintenance Manager

Hiring organization
Premier Personnel Group

Employment Type
Full-time

Beginning of employment
ASAP

Duration of employment
Full Time

Industry
Real-estate

Job Location
Parsippany

Base Salary
$ 45k - $ 55k

Description

We are seeking an Assistant Maintenance Manager to lead our team of superintendents at a 752-unit garden-style apartment community. The Assistant Maintenance Manager will assign all tenant and apartment prep work orders and confirm completion. The Assistant Maintenance Manager will run the rotating on-call schedule as well as be on-call once every five weeks for one week. The Assistant Maintenance Manager will live on site at the apartment community.

Responsibilities

Essential Functions:

- Coordinate the daily and weekly operations of all superintendents
- Dispatch tenant work orders to superintendents; ensure competition.
- Follow up on work orders dispatched, enter notes, and close work orders in the system
- Coordinate and dispatch apartment prep work orders to superintendents, ensuring work is completed properly and on time to meet move-in dates
- Lead, train, and support superintendents as needed to develop individuals' skills
- Advise superintendents as needed for resolving reoccurring/ongoing maintenance issues
- Maintain a detailed understanding of the overall property, including location of all storage rooms, supply rooms, boilers, water shutoffs, gas shutoffs, etc.
- Assist the maintenance manager with ordering supplies and report materials we are low on
- On-call approximately once every five weeks for one week for emergency work orders.
- Direct superintendents outside of business hours in the event of an emergency
- Assist maintenance manager with implementing preventative maintenance work throughout the property
- Assist maintenance manager as needed
- Assist property manager and assistant property manager when needed

Qualifications

Required Skills

- Five years of experience working as a handyman in an apartment community or similar facility (unclogging toilets/sinks, replacing outlets/switches, repairing various appliances, paint/plaster work, baseboard heaters, boilers, etc.)
- Five years of experience working on building-wide systems (Baseboard heaters, boilers, etc.)
- Two years of experience supervising other employees successfully
- One year of experience working with Yardi or other property management software

- Experience working on computers: Email, Excel, and Microsoft Word
- Be punctual and reliable
- Must have a valid driver’s license
- Must live at the property (not optional)
- High school diploma or GED required (associate’s degree preferred)

Job Benefits

- Rent-free apartment: 742 to 998 sqft apartment home after 30 days of employment (Maximum annual value of apartment = $30,540)
- Additional Annual Salary: $40,000 to $45,000 (depending on experience)
- $100 a month electrical allowance
- Medical, dental, and vision insurance available after 60 days of employment. 401K program available after six months of employment.

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