

## **Maintenance Manager with National Development**

### **The Opportunity:**

National Development is looking for a full-time Maintenance Manager. The ideal candidate is a proven leader and must be skilled in all areas of general maintenance and must be able to perform physical maintenance operations of the property.

### **As a Maintenance Manager, your primary responsibilities include:**

- Maintain the interior and exterior physical condition of the assigned property in a professional manner
- Conduct routine inspection and preventive maintenance of all building-related systems
- Coordinate response to resident maintenance requests in a timely and efficient manner
- Reliably handle emergency situations and quickly communicate issues to your supervisor and fellow team members
- Develop and manage an on-call schedule with neighboring sites
- Effectively manage the apartment turnover process
- Oversee selection and management of all maintenance-related vendors
- Manage capital projects onsite as needed including the bid process and project/construction management
- Assist with the creation of the property budget and ensure cost effectiveness across all maintenance-related areas

### **Who you are:**

- Dedicated to our Residents – always work to resolve their issues and exceed their expectations, doing so in a timely manner with open communication
- Dedicated to National Development – always represent the high standards we've set for ourselves and each other
- Dedicated to Your Team - always be willing to roll up your sleeves and get the job done —no job is “below your pay grade”

### **Your Experience:**

- 5+ years of experience in Residential Property Management (preferably as a Manager)
- Skilled in all areas of maintenance, turnover, and building systems
- Willingness to jump in and learn new tasks and systems
- Excellent communication skills, both written and verbal

### **Who We Are:**

At National Development, we are proudly an Equal Opportunity Employer and we know that our greatest asset is our employees. We want our team members to be happy and healthy, both personally and professionally. Our benefits take into consideration everything from career development to family matters and health and wellness. National Development offers a wide range of insurance options, programs and benefits that let you and your family be healthy and plan for the future. Including:

- Comprehensive and affordable health plans
- Life insurance
- Employee wellness incentives
- Company-matched 401K