

Apartment Maintenance Manager (Providence, RI)

Work for an award winning company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day.

Chestnut Hill Realty is looking for an Apartment Maintenance Manager to join our Regency Plaza team in Providence. The Service Manager for the Regency Plaza supervises the maintenance, HVAC and janitorial staffs and coordinates the daily maintenance operations of the property to ensure that it is safe and well-functioning – all while assuring the quality of its appearance, its level of service and the satisfaction of its residents and commercial tenants. Your work directly impacts the quality of their experience in the community. The goal is to build a strong, cohesive and satisfied staff which works together professionally, effectively and harmoniously and takes pride in making our residents' lives as comfortable, stress-free, and happy as possible.

As a Service Manager, you will:

- Maintain a working knowledge of all maintenance programs and capital improvement projects to ensure the proper and efficient operation of systems, preventive maintenance programs and responses to resident service requests.
- Be responsible for maintenance and capital improvement budgets.
- Hire, mentor, develop and train the staff.
- Prepare the work schedules and on-call schedules for the staff.
- Select outside vendors and contractors by obtaining competitive quotes and schedule and monitor completion of their work.
- Participate in the development of the capital improvement program and ensure its execution.

Are you the right person for the job?

- The ideal Service Manager will have 5+ years of maintenance supervisory experience in residential property management.
- Knowledge of carpentry, electrical, plumbing
- Proven leadership and customer service skills
- Strong organizational skills and initiative.
- Excellent communication skills demonstrating verbal and written expression, active listening and ability to interact with residents and team members
- Computer Proficiency required – including word and excel.
- May be required to be on call and must be available for emergency situations including weekends and holidays.
- A valid driver's license and a good driving record.

Some of the benefits to you:

- Competitive compensation PLUS opportunities to earn incentives
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off, PTO for volunteer hours
- Monday-Friday schedule
- Positive work environment

- We even have a Maintenance Appreciation Day every year to recognize your efforts and a way to say “thank you”.

If you have experience as maintenance supervisor and great customer service skills, we want to hear from you.

E-mail resume to resumes@chestnuthillrealty.com.

All job offers contingent upon satisfactory background check.

Keywords: Maintenance Manager, Service Manager, Apartment Maintenance, Apartment Service, Facilities Manager, Chief Engineer, Maintenance Supervisor, Apartment Maintenance Manager, Hotel Maintenance Manager, turn/make ready, property management, preventive maintenance