



JOB DESCRIPTION

Position: Assistant Regional Maintenance Director

Type: Exempt

Reports to: Regional Maintenance Director

Location: Washington, DC

ABOUT FARIA MANAGEMENT:

Faria Management is the property management division of Dumas Collective. The firm provides boutique style property management services by bringing an unconventional, solution-based owner's approach to urban communities. Faria Management's mission is to provide a brand of luxury affordable housing® which is a high-quality boutique style form of management services, to owners of income-restricted housing. Since commencing on-site management operations in 2015, Faria has increased the size of its portfolio nearly tenfold and currently operates over 2,300 units between the DC Metro area and Petersburg, Virginia.

POSITION DESCRIPTION:

We are seeking a highly skilled and certified Assistant Regional Maintenance Director to join our team. This role requires a candidate with basic to intermediate knowledge in plumbing, electrical, carpentry, appliance repair, drywall repair, and painting. The ideal candidate must be fully certified in HVAC and exhibit strong leadership, communication, and customer service skills. This position will support the Regional Maintenance Director in overseeing the preventative maintenance schedules for properties, supervising maintenance floaters, and ensuring the effective operation and maintenance of our communities.

RESPONSIBILITIES:

- Assist the Regional Maintenance Director with oversight of the preventative maintenance schedule for properties.
- Supervise maintenance floaters, establish on-call schedules, and promote team building.
- Conduct in-person training with individual technicians and teams.
- Troubleshoot and resolve urgent maintenance issues.
- Prepare communities for city, state, and government inspections.
- Directly responsible for the quarterly preventative maintenance of the corporate office.
- Assist in the mobilization and direction of site teams during inclement weather.
- Schedule and coordinate monthly/quarterly maintenance team member meetings.
- Maintain strong customer service skills and professional appearance.
- Communicate effectively with residents, site teams, corporate team members, ownership, government officials, and visitors to our communities.
- Assist with vendor relations, including soliciting new vendors, reviewing proposals, and overseeing vendor activities.
- Stay well-versed in the latest technology and applications such as Microsoft Office, Yardi, and NetVendor Maintenance.
- Regularly visit and inspect properties on a daily, weekly, and monthly basis.



MINIMUM QUALIFICATIONS:

- Fully certified in HVAC
- Basic to intermediate knowledge of plumbing, electrical, carpentry, appliance repair, drywall repair, and painting
- Strong team player with excellent leadership and team-building skills
- Exceptional troubleshooting and problem-solving abilities
- Ability to prepare for and manage city, state, and government inspections
- Strong customer service skills and professional appearance
- Excellent communication skills with the ability to interact with various stakeholders
- Proficiency in Microsoft Office, Yardi, and NetVendor Maintenance
- Willingness to visit and inspect properties regularly

PREFERRED QUALIFICATIONS:

- Experience with vendor relations and contract management.
- Ability to mobilize and direct teams during emergency situations.
- Strong organizational skills and attention to detail.
- Ability to train and mentor maintenance staff effectively.

ADA SPECIFICATIONS:

- Must be willing to travel to different properties as required.
- Flexibility to work on-call as needed.
- Ability to work in various weather conditions and during emergency situations.

For more information, please visit: www.fariamangement.com