



### **JOB DESCRIPTION**

**Position:** Regional Maintenance Director  
**Type:** Exempt  
**Reports to:** Operations Manager  
**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 nearly 3,000 units between the New York City, the DC Metro area and Petersburg, Virginia.

### **POSITION DESCRIPTION:**

The Regional Maintenance Director, is responsible for meeting with and presenting various recommendations to owners and senior leadership, developing scopes of work, managing capital projects and vendor relations, and analyzing properties with respect to capital needs, budgeting, and maintenance. This position is responsible for guidance of on-site maintenance needs and provides technical and troubleshooting assistance to each property's Maintenance Supervisor.

### **RESPONSIBILITIES:**

- Assist with the establishment of all Preventative Maintenance Programs. Monitor progress of all PM entries with special emphasis on quality control and timely completion of tasks stated within the plan.
- Manage REAC inspections for all properties.
- Conduct due diligence on new acquisitions.
- Participate in the transition from development to property management by creating systems, policies and procedures.
- Keep abreast of new governmental regulations and restrictions concerning maintenance procedures and/or health, safety and environment. Train on-site personnel as required regarding new issues.
- Review all 5-year capital plans for each property.
- Fosters a positive and collaborative relationship with Regional Managers, Property Managers, and Maintenance teams.
- Enforces and adheres to company policies, rules and regulations.
- Reviews building maintenance expenses with Property Managers and helps develop a maintenance plan of action for each property when appropriate.
- Develops detailed scope of work and bidding documents for outside contractors and vendors for capital improvement projects.

- Monitors reporting, training and/or certifications required by OSHA or any other governmental agency.
- Assists with annual property maintenance audits and training for all maintenance supervisors.
- Facilitate training with all property employees on maintenance and emergency procedures.
- Conduct safety training and participate on the safety committee.
- Assist with recruiting maintenance personnel and creating maintenance trainee program.

**QUALIFICATIONS:**

- Experience in multi-family property maintenance and/or management.
- Knowledgeable in OSHA regulations.
- Knowledgeable in REAC inspections.
- Ability to be able to conduct and facilitate employee training sessions.
- Must be able to travel.
- Must be computer literate.
- High School Diploma or GED required. Bachelor's Degree or Certificate in facilities management a plus.
- Excellent communication and leadership skills.
- Strong organizational skills with ability to prioritize tasks.
- Understanding of budgets and analysis of all maintenance related expenses and capital improvements.
- Ability to manage multi-priorities and multi-tasks for portfolio of properties.
- Possess adequate knowledge of plumbing, electrical and heating systems.

**ADA SPECIFICATIONS:** (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

***Faria Management is an equal opportunity employer and offers a competitive compensation package.***