



## **JOB DESCRIPTION**

**Position:** Maintenance Service Manager  
**Type:** Exempt  
**Reports to:** Maintenance Service Director  
**Location:** Petersburg, VA

### **POSITION SUMMARY**

The Maintenance Service Manager will oversee an existing maintenance team and several assets and throughout Virginia. The Maintenance Service Manager is responsible for the operational management and effective daily leadership of the maintenance team. The position requires a manager to provide best in class customer service and maintenance services for the residents in our communities.

### **DUTIES AND RESPONSIBILITIES**

- Ensure communities meet or exceed maintenance goals by proactively managing the budget and work assignments.
- Oversee all aspects of the maintenance department.  
Assist in annual Budget process identifying future capital projects, equipment, and supply needs.
- Cohesively assign all work related to service requests and make readies to ensure timely completion of these tasks.
- Perform and document preventive maintenance tasks when required.
- Maintain property inventory.
- Oversee repairs and preventative maintenance on HVAC systems; determines frequency of repair and/or P.M. for HVAC systems.
- Reviews properties on a regular basis for overall condition and appearance and establish maintenance schedules necessary for maintaining great curb appeal at the property.
- Responsible for overseeing the activities of contractors working within the building. Identify safety hazards within the building and incorporate the remediation of such hazards to ensure that the buildings staff and occupants work in a safe environment.
- Understanding of elevator maintenance, fire sprinkler/alarm systems in low to mid-rise buildings.
- Perform other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Minimum 10 years' experience in residential apartment maintenance
- Valid Driver License
- HVAC Certified
- Five years' experience directly supervising staff preferred

- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook
- Must be very professional in both appearance and manner, organized, and with a strong attention to detail and safety mindset.
- Must be willing to submit to a background investigation and drug test

#### **SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES**

- Proactive and extremely responsive
- Solution-oriented with the ability to troubleshoot problems with creative solutions
- An expressed willingness to learn and practically apply knowledge gained
- Experience with state/local housing agencies and safety reporting requirements
- Strong organizational skills and ability to remain composed and flexible
- Demonstrated commitment to the mission, philosophy, and vision of Faria Management
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities while delivering timely and accurate work product

**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

#### **CORRESPONDENCE**

Please forward a copy of your current resume and cover letter to [resumes@fariamanagement.com](mailto:resumes@fariamanagement.com) with the subject line “Faria Management – Community Manager (Affordable Housing)”.

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