

Maintenance Manager

Assist and works under the direct supervision of the Maintenance Director. Responsible for ensuring that the maintenance staff upholds a safe and comfortable living environment for residents, and their visitors.

Major Accountabilities:

- Ensures staff is completing service request in 24 hours
- Trains and educates maintenance staff
- Reporting and following up with staff and contractor work completion
- Clear and effective communication with team members and residents
- Maintain company safety standards
- Accurate recordkeeping
- Keeping shop organized and keeping an adequate supply of parts
- Other duties as assigned by Maintenance Director

Desired Prerequisites:

- High School Diploma, or equivalency
- 2 years prior experience in a service management role
- Cell phone, tools and vehicle to complete job responsibilities
- Computer skills including email, word, and excel (prefer Yardi knowledge)

Preferred Attributes:

- Positive attitude promoting team work and career oriented goals
- Punctual, dependable, self-starter
- Ability to multi task
- Hands on skills as associated with a multi-family site

Benefits:

- Competitive salary
- Medical, dental and vision insurance available
- 401(k) with generous company match

About Billingsley Company:

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.