



## Job Description – Maintenance Manager

<b>Job Title</b>	Maintenance Manager	<b>Department</b>	Maintenance
<b>Reports To</b>	Executive Director	<b>Salary Grade</b>	<b>\$52,000 - \$60,000</b>
<b>FLSA (vc)</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Revision Date</b>	<b>11/09</b>

**About PCRI:**

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation that specializes in providing affordable rental housing opportunities to individuals and families in the City of Portland. We own more than 700 units of housing, primarily scattered site, single family homes and small multi-plex units, most in inner North and Northeast Portland.

**Summary:** The Maintenance Manager provides leadership and direction for the maintenance function of PCRI's property management operation. This person will be responsible for directing and coordinating the work of two maintenance supervisors, their technicians, the administrative assistant for the department, and on occasion other maintenance employees. Maintenance staff are responsible for capital repairs and the refurbishment of apartments and single family homes for rental purposes. This person carries out supervisory responsibilities in accordance with current established PCRI maintenance policies, city codes, OSHA regulations and other applicable laws. The manager will coordinate and assist in the management of outside contractors, manage the accounting process for maintenance purchases and resident billings, oversee and process appropriate paperwork for HUD and other capital improvement grants.

**Essential Functions:**

Coordinate departmental functions and oversee the maintenance operations to ensure that maintenance activities are adequate to maintain the physical integrity of PCRI properties in habitable, clean, safe, and sanitary conditions.

Oversee activities and the scheduling of refurbishment and work order supervisors. Complete cost estimates for refurbishment projects as needed and manage the maintenance department budget to prevent overages and unaccountable expenses.

Monitor and direct the activities of three assigned direct reports; two maintenance supervisors and administrative assistant.

Oversee PCRI maintenance department and PCRI properties for security and safety.

- Assists with development and implementation of disaster plan.
- Assists with training staff in use of fire extinguishers and evacuation procedures.
- Makes recommendations for changes to ensure a safe environment for residents and employees.

Assist with development of annual departmental budget. Monitor and control expenditures associated with the maintenance department budget.

Oversees performance and maintain records of cyclical maintenance projects.

- Complete periodic physical inspections of properties.



## **Job Description – Maintenance Manager – pg. 2**

Coordinate assigned building projects, including directing the level of repair, construction and renovation work.

Input and retrieve data using YARDI computer software program. Utilize system to monitor purchases, work flow and general property maintenance.

### **Secondary Functions:**

Assists with the selection, training, and performance evaluation of assigned staff.

- Recommends merit increases, promotions, and disciplinary actions.

### **Education and/or Experience:**

Bachelors degree in project management, mechanical or building engineering or equivalent education/experience. Minimum of five to ten years of building maintenance experience with progressive management responsibilities.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of federal, state, local building standards, codes, and requirements of regulatory agencies. Knowledge of safety practices and hazardous conditions to provide a safe work environment. Knowledge of principles and practices of supervision. Ability to work effectively with all PCRI staff and vendors, train and motivate employees and communicate clearly and effectively. Demonstrated ability to use Microsoft office, power point, excel and other software programs. Must pass a drug test and have appropriate vehicle and insurance for maintenance work.

### **Supervisory Responsibilities:**

Directly supervises Refurbishment and Work Order Supervisors and general oversight of non-supervisory employees in the Maintenance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Certificates, Licenses, Registrations:**

Licenses as required by state and local agencies. Prior contractor experience a plus.

### **Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **To Apply:**

Interested candidates should submit a cover letter addressing their qualifications for the position and a resume. Email to [Ron@pcrihome.org](mailto:Ron@pcrihome.org) or fax to (503) 288-2891. No phone calls please. We will be accepting cover letters and resumes until December 15<sup>th</sup>. Open until filled.