

Position: Maintenance Manager

Responsible to: Associate Director

Compensation: Starting at \$50,000, flexible based on experience

Overview:

The mission of The Well CDC is to invest in people through the built environment. Our mission is embodied through three initiatives: Restoring Housing, Creating Economy, and Supporting Place. Through the Restoring Housing initiative, we rehabilitate vacant or blighted homes to support family stability and home ownership; and through the Creating Economy initiative, we restore commercial buildings to encourage community engagement and economic development.

Main Objective:

Our Asset Management department ensures ongoing and long-term care for our properties and tenants. As a core member of the Asset Management Department, the Maintenance Manager's primary responsibilities include the implementation of a proactive maintenance strategy coupled with the execution of maintenance requests for The Well CDC's residential and commercial units.

Job Description:

I. Strategy

- a. Develop and implement a proactive maintenance strategy for the upkeep of residential and commercial properties.
- b. Work with the Associate Director to develop policies and procedures to increase efficiency, encourage forethought, and reduce costs.
- c. Work with the Associate Director and Senior Finance Director on long-term capital planning for residential and commercial units.
- d. Track expenses and support the development of a budget for residential and commercial maintenance.
- e. Build and maintain relationships with contractors and suppliers.

II. Execution

- a. Respond to maintenance requests as determined by departmental policy and procedure.
- b. Use your technical expertise to perform the repair and/or replacement work to keep costs down while using sub-contractors when appropriate for efficiency and effectiveness.
- c. Use cloud-based software and Microsoft Suite to organize and execute maintenance tasks and projects.

III. Supervision

- a. Oversee seasonal Lawn Care Coordinator and landscaping of residential, commercial, and vacant properties owned by The Well CDC.
- b. Supervise and develop support staff as department grows.

IV. Safety Management

- a. Inspect and verify company compliance with relevant local, state, and federal safety regulations, OSHA standards, and company policy.

V. Qualifications

- a. Strategic and proactive thinker.
- b. Technical skills and experience to execute maintenance requests.
- c. Ability to communicate effectively and build relationships with diverse populations.
- d. Organized and detail oriented.
- e. Ability to negotiate with outside vendors for supplies, repairs, and other measures.
- f. Ability to multi-task.
- g. Proficient in Microsoft Word, Microsoft Excel, and ability to learn other software programs.

VI. Expectations

- a. Hours: 40 hours per week
 - i. Must be able to be on call during some nights and weekends.
- b. Meet with your supervisor on a bi-weekly rhythm.
- c. Adhere to related staff policies and procedures.
- d. Common Business Courtesy
 - i. Return phone calls and emails within 48 hours.
 - ii. Be on time to meetings, events and programs.
- e. Assist with other The Well CDC staff when needed or asked.

Please send cover letter, resume, and three references to Kelly McHood at kelly@thewellakron.com

or mail to: The Well CDC

Attn: Kelly McHood
647 E. Market Street
Akron, Ohio 44304