



### **Regional Maintenance Director:**

The Regional Maintenance Director coordinates regular and preventative maintenance for our Canada Region and oversees landscaping crew and construction. Act as an advisor to the Regional Director and the Community Directors regarding maintenance staff, budgets and training.

### **Responsibilities Include:**

- Hire, train, and evaluate job performance for all maintenance personnel
- Make sure Unit Make Ready/Turnover process is fluid and effective
- Regularly work along side each property's maintenance staff and maintain inventory of current equipment, track and update annually
- Schedule extra maintenance staff including floaters, painters and plumbers
- Maintain schedule for 24-hour emergency maintenance
- Create and execute routine boiler management plan, and preventative maintenance program to prolong the life and efficiency of existing units
- Oversee the repair and maintenance of boiler systems and service equipment
- Assist on-site staff with boiler system issues
- Track expenses for building maintenance, boilers, capital improvements and repairs
- Review and correct maintenance budgets with Community Directors and help develop a maintenance plan of action for each property
- Conduct quarterly property inspections for work place and resident safety hazards and advise Community Directors accordingly
- Maintain records and investigate property damage insurance claims, incident reports, and Associate Accident reports
- Act as Regional Safety Coordinator and conduct regional safety meetings
- Review pricing and service for vendors and compare against competition
- Available for on-call response 24 hours a day - 7 days a week for emergencies
- Conduct regular walk through or make-readies with Community Directors and maintenance staff to ensure quality
- Consistently develop communication and teamwork between maintenance staff and Community Directors
- Train Community Directors and Housekeepers to assist with "screw driver" or minor maintenance issues, conducting make ready inspections and operating small equipment
- Train Service Managers, Service Technicians and Community Directors on a quarterly basis
- Coordinate completion of spreadsheets and schedule annual Capital Improvement budget meetings
- Provide quality updates of known schedules for construction projects
- Responsible to keep up to date on current maintenance technologies and evaluate effectiveness for company use
- Perform other duties as directed by Regional Director and C.O.O.

**Qualifications:**

- Minimum five (5) years' experience in property management maintenance and rehabilitation
- Minimum three (3) years' experience with boiler installation and service
- Strong organizational skills
- Understanding of budgets, analysis and improving the bottom line
- Ability to earn respect of others
- Excellent Communication and leadership skills
- Able to prioritize tasks
- Able to lift and carry (frequently) up to 45 pounds (paints, supplies)
- Able to lift and carry (occasionally) up to 80 pounds (freon recovery unit, freon tanks)
- Able to push/pull up to 200 pounds, move appliances, use appliance dolly, move hot water tanks and other machinery and heavy equipment as needed
- Able to work outdoors in all weather conditions
- Requires a valid and current driver's license and proof of insurance
- Must agree to a criminal background check and credit check

**Reasons to Join The Weidner Team!!**

- \* Great team environment with quarterly team based bonuses.
- \* Owner operated and growing company with strong stability.
- \* Grow your career with excellent opportunities for advancement.
- \* Community involvement with participation in annual non-profit community based projects.
- \* Education reimbursement program with annual contribution to help benefit your career development.

**DOE... Excellent Benefits, Generous Apartment Discount, Matching Retirement Plan**

Copy and Paste the following link into your browser to learn more and join the Weidner Team:

<https://www.weidnercareers.com>

**Company Information:**

Founded by W. Dean Weidner in 1977, Weidner Apartment Homes is a multi-faceted real estate investment and management company, recognized industry-wide as an efficient provider of quality rental homes and a creative developer of new housing. The vision of the Weidner Company is to distinguish ourselves as the apartment industry leader in each of our U.S. States and Canadian markets. We value our people and truly understand that our associates are our greatest asset. As of January 2017, there are 244 multi-family residential communities in the Weidner portfolio, representing over 47,000 units located in ten U.S. states and four provinces of Canada. According to the National Multi-Family Housing Council, Weidner is now the 17th largest private owner of apartments in the United States. In addition, Weidner owns and manages approximately 396,000 square feet of commercial, retail and office space.