**Title:** Director of Maintenance and Housekeeping

**Job Type:** Full Time

Our Director of Maintenance and Housekeeping ensures that the operations of the property are in compliance with the standards and expectations of Operational Excellence. Completes all reasonable work-related directives given by supervisor. Responsible for ensuring the completion of all property maintenance on a regular and consistent basis. Manages maintenance functions on entire property of 120 units. Responsible to ensure that housekeeping services are in compliance with Pemberly standards.

**VALUES-BASED BEHAVIORS**

* Honesty
* Compassion
* Integrity
* Trust
* Dedication

**ESSENTIAL JOB FUNCTIONS**

Pemberly is comprised of a multi-component commercial HVAC system.

1. Two independent 40 ton water cooled scroll chillers
2. A single 3.5M BTU/h cooling tower
3. Two independent plate heat exchangers
4. Nine mini-split air conditioners for use at elevators and data closets
5. Eight individual pumps coupled in groups of two for water supply of heat pump loop, chilled water loop, heating hot water, and condenser loop
6. Two independent dedicated outdoor air units controlling makeup air for independent and assisted living units
7. Two independent air handling units (30 ton and 21 ton) controlling conditioning of Commons Building (Area B) and Memory Care (Area D)
8. Forty eight individual variable air volume air terminal units for use at public areas and all of memory care
9. Over one hundred individual water source heat pumps servicing all independent and assisted living units including corridors of such areas (vary from 1Ž2 ton to 1 1Ž2 ton)
10. Two 1600 MBU condensing boilers for HVAC hydronic use (heating demand for AHU’s and VAV’s)
11. Three 500 MBU water heaters for domestic water use (showers and sinks)
12. Six unit water source heaters for heating garage

 \*Both cold side and hot side fluids are water based and monitored/corrected with an onsite controller\*

* Collaborates with administrator to ensure that budgets are followed and achieved.
* Meets or exceeds stated unit turnover timelines to ensure maximum occupancy levels.
* Ensures that company procurement standards are met.
* Collaborates with administrator to ensure that maintenance contracts meet or exceed the best possible quality and expense standards.

Property Standards

* Ensures that the physical condition of the property is monitored and maintained to the highest of standards
* Establish and ensure proper execution of an approved preventative maintenance schedule.
* Ensures that on-call maintenance and emergency response is executed, as required.

Housekeeping Standards

* Supervises the housekeepers and assures that they are assigned cleaning areas weekly and are cleaning these areas to Pemberly Standards.
* Assures that all supplies needed to do housekeeping are ordered and in stock
* Responsible to collect all move-in and move out checklists from the housekeepers to assure rooms are clean and ready for the next resident.

Physical Demands:

* Frequently required to push/pull objects weighing more than 100 pounds and lift and carry objects weighing more than 50 pounds but less than 100.
* Must be able to walk, stand, squat and remain in uncomfortable positions for periods of time necessary to accomplish maintenance repairs.
* Frequently walk, climb stairs and enter/exit buildings that are under construction, occasionally, without normal ingress/egress available.

**NONESSENTIAL FUNCTIONS**

1. Comprehend and communicate in the English language, both orally and in writing.
2. Perform basic math and understand measurement systems used in the trade.
3. Read and interpret electrical, plumbing, and mechanical diagrams and blueprints.
4. Use maintenance, trade, and testing equipment and tools.
5. Interpret and understand maintenance information generated from property management software reports.
6. Legally operate a motor vehicle (valid driver’s license and insurance).
7. Work in a collaborative manner and in a team environment.
8. Effectively oversee work progress of vendors or outside contractors, including 1-year warranty work as needed.
9. Ability to properly operate computers, fax, telephone, lawn mower, power washer, power tools.
10. Define and solve problems.
11. Represent Pemberly Place with a professional manner at all times.
12. Understand and commit to the Mission and Values of Pemberly Place.
13. May perform other duties as assigned.

**QUALIFICATIONS**

**Education:** Associates degree required and technical training in a building trade required. Technical certifications in related field preferred.

**Experience:** Minimum of two years in skilled maintenance work required. Technical expertise in one or more building trades required.

**Employee Acknowledgment**

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature:                                                                                         Date:

Employer Signature:                                                                                         Date:

*Pemberly Place is an Equal Opportunity Employer Minorities/Women/Veterans/Disabled.*