



## Property Maintenance Manager

### Job Description

<b>Title:</b>	Property Maintenance Manager
<b>Work Schedule:</b>	Full-time, 40+ hours per week, some evening and weekend work required
<b>Compensation:</b>	\$24-26 per hour, plus benefits

Under the supervision of the Housing Director, the Property Maintenance Manager will maintain YNDC's facilities and rental properties and collaborate with a team to complete residential and commercial rehabilitation projects.

### SKILLS/QUALIFICATIONS

1. Experience in construction and property rehabilitation, **specifically plumbing, carpentry, and drywall.**
2. Valid driver's license and ability to be added to YNDC vehicle insurance
3. High level of organization and attention to detail
4. Ability to manage relationships with tenants
5. Ability to follow systems, processes, and protocols to EXACT specifications
6. Ability to effectively communicate verbally and in writing.
7. Ability to operate trucks and other equipment safely is required. CDL is NOT required.
8. Ability to proactively solve problems with sound judgment and intuition and strong commitment to safety
9. Ability to work independently of and in collaboration with other staff of the organization
10. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification

### RESPONSIBILITIES

1. Work effectively and efficiently to complete projects in a highly self-directed atmosphere.
2. Complete routine maintenance at all YNDC facilities and rental properties.
3. Receive and respond to emergency maintenance requests outside of normal business hours.
4. Maintain YNDC's inventory of tools and materials.
5. Purchase and deliver tools and materials to construction team members.
6. Complete rehabilitation and repair work to residential and commercial properties as assigned.
7. Maintain timely and correct time sheets, material lists, and other paperwork as assigned for all jobs.
8. Report regularly and maintain clear communication with the Housing Director.
9. Keep assigned vehicles clean and properly maintained.
10. All other duties as assigned.

To apply, please send cover letter and resume to [tsokol@yndc.org](mailto:tsokol@yndc.org)

**NO PHONE CALLS PLEASE.**

**YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.**

