

## **DIRECTOR OF MAINTENANCE**

Premier Housing Management is seeking an experienced Director of Maintenance to lead a transition to a mobile, electronic based maintenance program. The primary responsibility is to oversee the maintenance department and provide training and guidance to property maintenance personnel.

### **ESSENTIAL FUNCTIONS**

- Ensures all major maintenance projects are completed within budget/time constraints.
- Oversees implementation of the Yardi Maintenance Program.
- Researches and recommends contractors, vendors and suppliers serving the Twin Cities and surrounding areas.

### **MINIMUM REQUIREMENTS**

- Ability to design cost containment/prevention maintenance programs and perform cost benefit analysis.
- Strong interpersonal skills.
- Strong computer skills using Microsoft Word/Excel for Windows, YARDI experience preferred.

### **EDUCATION AND EXPERIENCE**

- Minimum five years of residential maintenance/construction/contractor experience.
- Certified residential maintenance technician or post-secondary courses in electrical, plumbing, heating, and refrigeration.
- High school diploma or equivalent.