



Position: Property Maintenance Manager
Hinton, WV

Position Overview:

Responsible for the overall management of assigned residential, industrial or commercial properties to satisfy the requirements of the ownership and tenants, to preserve and increase the value and integrity of the properties and to meet the financial objectives of the ownership and management.

Key Responsibilities:

- Monitor and complete maintenance and repairs timely and cost effectively
- Ensure security of premises and maintain security devices
- Organize incoming and outgoing inspections and preparation of any reporting
- Implement and manage preventative maintenance schedules
- Manage and negotiate contracts with outside vendors
- Respond to facility and equipment alarms and system failures
- Coordinate special projects as directed
- Maintain a database of vendors, subcontractors as needed
- Conduct and document regular facilities inspections
- Manage and complete facility refurbishment and renovations
- Plan and manage facility central services such as security, cleaning, waste disposal and parking
- Maintain all electrical, plumbing, carpentry, masonry and painting of all properties
- Clean and prepare vacated buildings for new occupants

Job Requirements:

- Bachelor's degree in Facilities Management or related field
- 5+ years of experience in property maintenance
- Working knowledge of mechanical and electrical systems
- Working knowledge of electricity, troubleshooting, executing repairs
- Working knowledge of building and grounds maintenance
- Sound knowledge of health, safety, environmental, and code regulations
- Experience in construction, maintenance and all facets of facility operation
- Must possess a valid driver's license
- Must possess the ability to be available after hours as needed
- Ability to travel as required

