

Maintenance Director

Boston, MA

Organization Description:

We are Cruz Companies, one of the oldest and largest, third generation, 100% minority-owned companies in the Northeast, we blend modern practices with traditional values of quality and integrity. Founded in 1948, we develop and construct landmarks, residential, and commercial projects. We do provide quality residential housing management services in the Greater Boston & New Bedford areas. Agencies we serve or work with include but are not limited; Massachusetts Housing Finance Agency (MHFA), Boston Housing Authority (BHA), Boston Metro Housing, Department of Housing and Urban Development (HUD), and private owners. We've also established Cruz C.A.R.E.S., giving back to our communities through scholarships, enrichment programs, and fun outdoor adventures. We are pioneers in progress and strive to elevate the communities where we work.

Position Summary:

The Maintenance Director is responsible for creating the maintenance policies and procedures for the department to make sure it meets compliance with Occupational Safety and Health (OSHA) standards. Efficiency is highly critical for this role thus, the director is responsible in planning, setting, and executing strategic goals for the entire department which includes overseeing maintenance managers, supervisors, implementation of department operations, budgets, and approve strategic initiatives to achieve the department goals.

Requirements

Leadership and Team Management:

- Provide strategic direction and leadership to the maintenance team.
- Recruit, train, mentor, and supervise maintenance staff.
- Set performance expectations, conduct performance evaluations, and address performance issues.

Maintenance Program Development:

- Develop and implement comprehensive maintenance programs that align with organizational objectives.
- Establish preventive maintenance schedules and procedures to maximize equipment lifespan and minimize downtime.

Budget Management:

- Develop and manage the maintenance budget, including forecasting and cost control measures.
- Monitor expenses and implement cost-saving initiatives while maintaining high-quality standards.

Facility and Equipment Oversight:

- Coordinate and oversee maintenance activities for all facilities, equipment, and infrastructure.
- Ensure compliance with industry standards, codes, and regulations.

Vendor and Contractor Management:

- Identify, select, and manage external vendors and contractors for specialized maintenance services.
- Negotiate contracts and agreements to ensure cost-effective and high-quality services.

Safety and Compliance:

- Establish and enforce safety protocols and standards for maintenance operations.

- Ensure compliance with local, state, and federal regulations related to maintenance activities.

Performance Metrics and Reporting:

- Establish key performance indicators (KPIs) to measure the effectiveness of maintenance operations.
- Generate regular reports to track maintenance performance and communicate progress to stakeholders.

Continuous Improvement:

- Identify opportunities for process optimization, efficiency improvements, and cost savings.
- Implement best practices and innovative technologies to enhance maintenance operations.

Emergency Response and Crisis Management:

- Develop and implement contingency plans for emergency situations that may impact maintenance operations.
- Lead response efforts during crises to minimize disruptions and ensure safety, making sure perform duties in the following areas:

Knowledge, Skills & Certification Requirements

- Bachelor's degree is preferred.
- Understanding of OSHA guidelines.
- NAHRO, CMRP, CPM, CPMM, CDM/E, EPA certifications highly preferred.
- Microsoft Office Suite, Yardi experience a must.
- Minimum of 5-10 years' experience in Property Management and Facility Management
- 5-10 years of prior supervisory experience required; Property management, especially in multi-family low-income housing supervisory experience preferred.
- Must have a valid Driver's License.
- Must have an operating vehicle.
- Must be available and reliable to work a flexible schedule including on the weekends and after hours for emergencies.
- Must have strong attention to detail, organizational, verbal, and written communication skills.
- Must be able to multi-task and work in fast paced environments.

Employment Type:

Full-Time

Schedule:

Monday - Friday; 8:00am - 4:30pm

Equal Employment Opportunity

The facility is committed to the principle of Equal Employment Opportunity for all employees and applicants. It is our policy to ensure that both current and prospective employees are afforded equal employment opportunity without consideration of race, religious creed, color, national origin, nationality, ancestry, age, sex, marital status, sexual orientation, or disability in accordance with local, state and federal laws.

Americans with Disabilities

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

This job description is intended to describe the general content and requirements of the job. It is not an all-inclusive statement of duties, responsibilities or requirements and management reserves the right to add or remove duties from particular jobs in order to meet patient or company needs. Significant changes to the position will necessitate a new or revised job description.

Employees at Cruz Companies enjoy these benefits:

- 100% employer paid individual medical insurance plan
- 100% employer paid dental plan
- Vision
- Group Term Life Insurance (100% Employer paid)
- 401K Retirement Plan
- Flexible Spending Account
- Health Reimbursement Program (HRA) - Employer funded
- Involuntary Insurance Benefits - Sun Life, Aflac
- Employee Assistance Program (EAP)
- Free Parking
- Attractive Time-off benefit package
- Paid Holidays

Salary Description

\$100,000 - \$120,000

Anyone interested in learning more via email: nmassey@cruzcompanies.com or via direct line: 617.247.2389 x112.

Candidates may apply directly to: <https://recruiting.paylocity.com/recruiting/jobs/Details/3841385/Cruz-Management-Company-Inc/Maintenance-Director>