

Vesta Corporation
Assistant Director of Physical Plant

Vesta Corporation currently has an exciting opportunity in our corporate office for an Assistant Director of Physical Plant. Headquartered in Weatogue, CT, Vesta is an owner manager of affordable apartment communities. Vesta is searching for an experienced, dynamic, roll-up-your-sleeves, hands-on, working Assistant Director of Physical Plant who manages, coordinates, and facilitate operations in all apartment communities for Vesta's portfolio of multi-family properties. The Assistant Director of Physical Plant is responsible for working with site staff in all aspects of maintenance and grounds-keeping operations to include: inventory control, vendor selection, training, safety and risk management, capital projects and renovations, contract administration, emergency preparedness, and systems operations and preventative maintenance programs necessary to gain efficiencies and reduce costs.

The primary duties of the Assistant Director of Physical Plant include physical inspection, reporting of findings, and follow up of properties on an ongoing basis for physical condition, active hands-on role to ensure compliance with Housing Quality Standards (HQS) established by HUD and other federal, state and local agencies, by performing inspections of apartments and the facility, review of seasonal property bids for landscaping, snow removal, and pool maintenance; prepare contracts; interact with various vendors during term of contract to resolve any conflicts with contract terms, assist in creation of or review of scope of work, obtain bids and manage annual capital expenditures projects and insurance claim projects, manage and bid the procurement of third-party consultants, contractors and vendors, tracking of property milestones for apartment turnover, apartment inspections, and physical plant report submission and follow up with site staff with any shortcomings, oversee personnel and assign daily work schedules of floating maintenance crews, assist in due diligence of new property acquisitions, implement Safety Program training, skills courses, and other on-going education, assist in preparation of annual operating budgets.

The successful candidate must have at least 10 years of experience working in multi-family property management and/or maintenance supervision with knowledge of standard industry practices in property management. Highly skilled in the building trades with emphasis on mechanical systems repair, service, and installation (HVAC, Plumbing, Electrical). Experience in procurement, contract negotiation, contract preparation and project management. Experience in large scale renovation projects – both interior and exterior. Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes. 5+ year experience with HUD HQS and UPCS protocol. Affordable apartment community experience preferred.

Vesta is an Affirmative Action/Equal Opportunity Employer.

Interested candidates should apply with resume, cover letter and salary requirements to sjeroszko@vestacorp.com