

HALLKEEN MANAGEMENT
Internal Job Posting

Job Title: **Maintenance Director**

Location: **Bayview Towers, Stamford, CT 06901**

Hours: **Full-time 40 hours a week**

Job Description:

HallKeen Management is seeking a qualified, motivated and highly experienced Maintenance Director to oversee all maintenance responsibilities for Bayview Towers in Stamford, CT. The community is affordable, comprising of 200 apartments in 2 high rise towers.

The responsibilities of the Maintenance Director are wide-ranging and quite diverse. The Maintenance Director will manage maintenance staff and contractors and will handle all responsibilities associated with the maintenance of this property. Key responsibilities will include preventive maintenance, turnovers, service requests, contract administration, capital improvements, budgeting, purchasing, unit inspections and preparing the property for HUD, state, and town inspections.

Participation in rotation of On-call emergencies after hours and weekends is required.

The ideal candidate would have 5 years of property maintenance experience and previous supervisory experience overseeing a staff of multiple employees. Candidate will be a strong manager who will take ownership of the maintenance department.

Candidate must have working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, heating and electrical systems to handle service calls and maintain vendor relationships. Equal employment opportunity.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Kathleen Wilbur at 781-915-3115 or Kwilbur@hallkeen.com.