



Job Title: Physical Plant Coordinator (PPC)
Department: Property Management
Reports To: Director of Physical Plant (DPP)
FLSA Status: Exempt
Prepared By: Human Resources

POSITION SUMMARY

Reports to the Director of Physical Plant and is responsible for assisting in delivering and ensuring proper physical conditions exist throughout Vesta Management's portfolio.

Essential duties and responsibilities include, but are not limited to the following:

- Oversight/Coordination of Property Maintenance Teams
 - Work with on-site maintenance to ensure apartment turnover is performed timely and properly
 - Support, implement and manage building maintenance policies and procedures with on-site staff across Vesta portfolio
 - Oversee preventative maintenance program customized for each property and ensure that the program is consistently and correctly implemented by the onsite maintenance staff
 - Provide day to day coverage as acting Maintenance Supervisor while staff openings are filled
 - Ensures that the health, safety and welfare of the residents and staff are not compromised
 - Work with DPP to identify and implement responsible cost saving measures throughout the Vesta portfolio
- Property Inspections
 - Visit properties on a regular basis to conduct inspections – report findings, make recommendations for correcting findings, and follow up to ensure findings are corrected
 - Work with on-site staff to ensure property is prepared for 3rd party inspections
 - Pre-inspect properties for upcoming third party inspections such as REAC, MOR, state agency and mortgage/investor inspections
 - Assist property staff as needed in conducting apartment inspections and train on-site staff in proper inspection technique
- Capital Projects – Assist DPP and property teams with capital, redevelopment, and maintenance based projects, including developing of scope of work, working with various staff members from inception through completion
 - Assist in prequalifying contractors, producing and issuing bid packages, qualifies bids, and recommends contractors for maintenance based and capital projects
 - Assist in reviewing and approving work plans for every project prior to the commencement of the work, coordinates the work with the property staff, and ensures that work is performed with minimal disruption to the residents and staff and exceeds all reasonable standards of care for safety
 - Ensure that all projects are properly supervised and managed.
 - Projects are delivered on time and in budget

- All work is performed in full compliance with the contract documents

Supervisory Responsibilities:

When Maintenance Superintendent Position becomes vacant due to turnover, PPC may fill in as appropriate and supervise on-site staff. Supervise third party contractors as required.

RECOMMENDED MINIMUM POSITION QUALIFICATIONS
--

Qualifications

- Possess a proven track record of experience working in an affordable multi-family environment in a similar position
- Timely telephone and/or physical response to after hour and weekend calls (24/7)
- Possess a valid driver's license
- Possess extensive knowledge of HVAC, plumbing, electrical, and carpentry repairs.

Education and/or Experience

- Minimum of 5 years' experience as a maintenance director or similar position in the affordable multi-family apartment field
- Associates' degree or equivalent from two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of educational experience
- Additional areas of expertise that would be a plus for a candidate to possess are: Construction- renovation plans review, cost estimation, project oversight, requisition review/approval and evaluation of physical needs for new acquisition opportunities.

Leadership

- Sets direction and captures the commitment of people to achieve goals on a timely basis. Recognizes opportunities; forms a vision of what can be achieved that challenges self and others. Is a champion of ideas and people to achieve breakthrough outcomes. Uses a variety of resources effectively.

Initiative and Follow-Through

- Gets going on important priorities; overcomes obstacles and takes appropriate risks; keeps moving toward goals. Handles multiple priorities well. Sets specific, stretching goals, and meets or exceeds them. Consistently finds improved ways of getting results.

Thinking/Problem Solving

- Recognizes developing problems; sorts through complex data; gets others relevant viewpoints; takes a broad view to define problems; identifies important issues and thinks through alternatives.

Communication

- Organizes and expresses thoughts clearly and concisely, both in speaking and writing, so that others understand. Expresses ideas in ways that build commitment to them. Involves and informs others in a timely way; accordingly shares the whole picture.

Organization Acumen

- Defines who are his or her customers; seeks to understand their needs; sets priorities with those in mind. Recognizes the most important issues; makes effective plans; gets resources in place to achieve key objectives. Works with the end in mind, despite obstacles.

Working Effectively With Others

- Demonstrates integrity and high personal standards. Respects and works effectively with diverse people; enables all to contribute their best work. Builds and maintains productive working relationships, even in difficult situations. Works across the organization to develop the best approaches, and get the best results.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; outside weather conditions; risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate but at times can be loud.

Other Requirements

Extensive experience and strong knowledge of the HUD REAC inspection process strongly desired.

Travel Requirements

The travel requirements require visiting existing and new properties on a regular basis and may include up to 100% of the work week.

Submission Process

Interested candidates may submit their resume to the attention of Patrick Murphy- Vice President- Human Resources; 245 Hopmeadow St, Weatogue, CT 06089 or directly via e-mail to: pmurphy@vestacorp.com