



Opportunity is knocking!!! Join Team Vesta as a Physical Plant Coordinator!

Vesta is looking to hire a dynamic, outgoing, detail oriented organized people person to join our team as a Physical Plant Coordinator.

The Physical Plant Coordinator 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. It is the responsibility of the Physical Plant Coordinator to perform all duties in full compliance with the company's and the community's operating and safety policies and procedures as well as complying with all state, federal and/or local laws relating to Equal Opportunity regulations and Fair Housing.

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.



About Vesta

It all began in 1981, two friends and a dream... Today, Vesta is a privately held developer; owner and manager of affordable housing communities that provide a foundation for people to build better lives. We continue to improve the communities we care for through the use of cutting edge technologies and the efforts of the diverse expertise of our dedicated and talented team. Vesta seeks to add value to all of its endeavors through investing in our employees, our residents and our communities. Vesta thrives through the entrepreneurial spirit led by our managing directors, Arthur Greenblatt and Steve Erie. We are currently headquartered in Weatogue, CT and have communities in multiple cities through-out Connecticut, D.C, Indiana, New Jersey, and Ohio. We currently stand strong, providing 4400 affordable homes within our portfolio.

Why join Team Vesta?

We have a loyal team of employees at Vesta; 25% of our employees have been with Vesta more than 5 year, and 12% have been with Vesta more than 10 years.

Vesta has a strong social conscience; our specialty is redevelopment of distressed affordable housing complexes. We make a commitment to our residents to provide a means for our residents to solve problems and improve their lives, with learning centers, social services programs, summer meal programs, social events and a safe, secure environment to live in.

Vesta offers a rich benefits program including medical and dental benefits, group life and short term disability, voluntary life and long term disability, 401(k), employee assistance program, competitive salaries and time off benefits.

Vesta has so many areas of opportunity; from Property Management and Maintenance to Development, Accounting, Asset Management, Compliance, and more!

Vesta Team Members

Our team shares the desire to be catalysts in bettering the lives of others. We share in the success and gratitude of developing and building high quality, stable communities that transform lives. We take a sense of ownership and great pride in what we do and it shows in our work ethic daily.

A Vesta team player embodies a culmination of Core Values:

Moral Alignment: We conduct ourselves with the highest degree of integrity, honesty, and trust.

Open Communication & Mutual Respect: Our interactions are characterized by openness, clarity, and transparency.

Collaboration: We work together effectively and support each other in achieving Vesta's goals.

Passion: Our insatiable desire to work relentlessly and enthusiastically drives our performance.

Continuous Improvement: We are committed to improving our results in everything we do.

Accountability: We consistently deliver on our commitments and take responsibility for our actions.

Each member adds a significant trait to the team, making Vesta a great place to work, an employer of choice and a magnet for talent. Vesta's Talent, are respected as some of the best in the business and make Vesta a partner of choice. The best and the brightest, our people give Vesta the competitive advantage and fuel for growth.

"How to join team Vesta.... you ask??"

Send your resume to: careers@vestacorp.com Please include the position and location in the subject line.