

Career Posting

Great Company—Great Job—Great Opportunity

Maintenance Manager

- Supervise all maintenance and construction projects and activities to residential apartments, condominium, housing and commercial units.
- Responsible to recommend long term plans and programs for Operation and Maintenance on new construction and preventive maintenance programs on older properties.
- Prepare and control budgets for the Maintenance Department and for maintenance and construction projects.
- Recommend improvements for the maintenance department and then proceed with agreed changes.

Routine:

- Conduct daily inspections on residential and commercial projects and make recommendations.
- Maintain communications with property managers on projects and property maintenance problems. Analyze projects as required.
- Assess properties with property managers to recommend areas for maintenance and improvements. Assist the Property Managers with proposals to owners or prospective clients.
- The successful candidate must have previous experience in supervising multiple trades.

Please submit your resume HR@emeraldmanagement.com to apply for this position.

We thank all applicants for submitting resumes; only those chosen to interview will be contacted.