

Maintenance Director

Summary: New Boston Property Management currently owns and/or manages 344 leased properties and ten management buildings in six different government and private programs in NE Texas. The Maintenance Director must be self-motivated and operate with independence yet answers to the Executive Director and subject to applicable laws, rules, policies, and procedures. He/She will manage the department's financial budget expenditures, purchases necessary equipment and supplies, maintains inventories, and oversees eight plus employees and all maintenance contractors.

Requirements: Must be able to manage a team of skilled individuals, to prioritize duties, to clearly communicate verbally and in writing, and to have computer skills in Microsoft Office platform. Must be able to oversee total property management for all locations in accordance with UFAS and oversight guidelines. Coordinate after-hours service calls, help prepare and maintain budgetary guidelines through planning and procurement. Must have a positive attitude, a willingness and ability to learn new skills, and have a vision to advance. Must be a US citizen, have a valid driver's license, a technical degree/certificate for a housing trade or highly skilled in one of the four major housing trades, and six (6) years' experience in management and at least four (4) years' experience in the public sector. For a complete Job Description, request via email at cal.davis@netxproperties.org with subject: Employment.

Benefits: Initial salary range far exceeds the DOL Maintenance Wage Rate. Full benefit package including health insurance and retirement.

To Apply: Access online application at www.netxproperties.org under the "About Us" tab. Submit application and resume online to cal.davis@netxproperties.org or mail to Cal Davis, Executive Director, New Boston Property Management, P.O. Box 806, New Boston, TX 75570. Offer is open until filled. New Boston Property Management is an Equal Opportunity Employer.

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