

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 four towns in NE Texas. The Maintenance Director must be self-motivated and operate with independence, accountable to the Executive Director, and subject to applicable laws, rules, policies, and procedures. This individual will manage the department's financial budget expenditure, purchase necessary equipment and supplies, maintain inventories, and oversee eight plus regular 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 excellent computer skills in Microsoft Office and other business-related software. Must be able to oversee total property management for all locations in accordance with UFAS and oversight guidelines. Coordinate after-hours service calls and 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 five (5) years' experience in management and at least four (4) years' experience in the public sector. For serious questions, send email to cal.davis@netxproperties.org with subject: Employment.

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

To Apply: Access online application at www.netxproperties.org under the "About Us" tab. Submit resume online to cal.davis@netxproperties.org. Offer is open until filled. New Boston Property Management is an Equal Opportunity Employer.

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