

JOB POSTING

Job Title: Head of Maintenance-Jacob Grant Property Management

Salary: \$35,000.00-\$45,000.00/Annual Salary

Job Closing Date (mm/dd/yy): 07-06-2019

Company Name: Jacob Grant Property Management

Contact Person: Paige

Address: 490 Park Ave.

City/State: Idaho Falls, ID 83402

Phone Number: 208-522-3138 Front Desk

Web Address:

Contact email: Paige@jacobgrant.com

General Responsibilities:

Head of Maintenance-Idaho Falls, ID

Jacob Grant Property Management

\$35,000.00-\$45,000.00 Annual Salary, DOE

Permanent/Full Time: 40 Hours (Monday –Friday) 8:00 am-5:00 pm Only

We are:

Jacob Grant Property Management manages residential rental properties between Rexburg and Pocatello, Idaho. We endeavor to improve communities and optimize financial performance for real estate investors. We are currently in the expansion phase of growing our level of service along with the number of investors we serve. In our 11 years of operation, we have established a reputation for providing residents and owners with the highest quality properties, services, and community living. We pride ourselves in maximizing the financial performance of real estate for our investors.

Our team at Jacob Grant, takes pride in our core values and are dedicated to demonstrating them in our daily work.

*Confidence – We exhibit professionalism and empathy

*Humor – We see the value of laughter and comradery

*Humility – We ask questions, stay curious, and make no assumptions

*Service to the Greater Good – We serve on every level and strive to put people and community first.

You are:

Building and maintaining genuine relationships is second nature to you. You are a confident and competent individual with a desire to serve our community and company. You have a solid understanding of maintenance, experience in a managerial role, and outstanding communication and leadership skills. You want to grow your contribution and are willing to fight for the betterment of the company through healthy debate and divergent thinking.

Role Summary:

We are looking for a reliable Head of Maintenance to oversee the maintenance of all our properties and to ensure required tasks are completed for operational effectiveness. As a team leader, you will be responsible to demonstrate our values through all communication. Your role as a team leader also requires you to create space and encouragement to exercise healthy debate, to grow your impact and grow the impact of each team member.

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Key Responsibilities and Duties:

- *Oversee and implement maintenance policies and procedures
- *Lead Manage, and monitor Accountability of all maintenance team members
- *Keep maintenance logs and report on daily activities
- *Manage relationships with owner, vendors, and customers
- *Oversee resources needed to ensure duties can be completed according to budget
- *Carry out property inspections and recommendations
- *Develop new maintenance procedures and oversee department growth
- *Negotiate contracts and pricing with vendors
- *Oversee hiring and training of new maintenance technicians and staff
- *Oversee and monitor emergency call scheduling
- *Coordinate Bi-Annual property inspections

Job Qualifications:

Qualifications:

- *3+ years of experience in maintenance operations
- *Working knowledge of the maintenance process and technical aspects
- *Ability to track and report on activity and data
- *Excellent communication skills
- *Track record of building and maintaining healthy relationships
- *Transformative approach to leadership that inspires and empowers others
- *Solid computer skills and knowledge of Google, Word, and Excel

Application Process:

TO APPLY:

Submit resume and cover letter to paige@jacobgrant.com

Jacob Grant Property Management is an Equal Opportunity Employer.