



# ARMOUR GROUP

ESTABLISHED 1972

## **Job Summary**

Reporting to the Residential Property Manager, the Maintenance Manager supports the day-to-day operations and maintenance of residential properties located in Dartmouth and Halifax. A high level of customer service and the general presentation of the property in a first-class manner will be at the forefront of the role.

## **Key Responsibilities**

- Work closely with the Residential Property Manager and advise on any issues / provide effective solutions.
- Assign work to team members and monitor progress and completion to the highest quality standards.
- Maintain accurate record keeping of assigned tasks, and repairs and maintenance, carried out by team.
- Supervise a team of maintenance technicians, painters, and cleaners, providing guidance and performance management.
- Ensure all member of the team are trained in policies and procedures, and certifications are up to date.
- Maintain the condition of the buildings and tenant spaces; performing repairs and arranging for trades to perform other repairs.
- Communicate with outside contractors to obtain competitive pricing or multiple quotes.
- Oversee work of outside contractors to ensure completion in accordance with contract.
- Efficiently and cost effectively procure tools, equipment and supplies for all sites. Review and ensure par stocks are accurate and maintained.
- Liaise with the building controls team with respect to outstanding issues, procedures, and practices at the site.
- Comply with all policies and procedures for the operation of the building.
- Be willing to learn and grow through mentorship and hands-on experience.
- Such other similar and related duties as may be reasonably required by the Employer from time to time.

## **Qualifications/Experience:**

- 2-3 years in a management/team lead position required.
- Minimum 3 years experience in building maintenance, or another related role required.
- Familiarity with electrical, mechanical, and plumbing systems required.

- Valid drivers' licence and clean drivers abstract required.
- Proven ability to communicate respectfully, honestly, and effectively.
- Completion of post-secondary education considered an asset.