

Central Minnesota Housing Partnership, Inc.
Job Posting

Position: Maintenance Manager

Exempt Status: FLSA Non-Exempt (wage and hour regulations)

Employer: Central Minnesota Housing Partnership, Inc.

Location: St. Augusta

The Central Minnesota Housing Partnership (CMHP), a leading regional non-profit affordable housing organization, is seeking a motivated individual to join our staff as a Maintenance Manager to perform all aspects of the physical operations of our portfolio. This includes the responsibility to ensure that CMHP standards are met in each of the following areas: preventative maintenance, safety and security, and physical condition of the property. The Maintenance Manager will report directly to the Property Director.

Major Areas of Maintenance and Repair:

- Plumbing
- Electrical
- Appliance repair
- Lock changes
- Unit turnovers
- Preventative maintenance
- Project management of work order and vendors
- Maintain tools and equipment inventory
- Complete reports for the Property Director as required

Job Requirements:

- Prefer 10+ years' experience in all areas of general multifamily maintenance
- Prefer 10+ years' experience working with property management software (prefer Yardi)
- Prefer 5+ years of multi-site portfolio
- Fair housing training
- Prefer boilers license
- Prefer experience in affordable housing
- Prefer experience working in apartment and townhome communities
- Prefer experience with REAC & MOR
- Possess a valid driver's license, clean driving record, and vehicle insurance
- Basic computer skills including ability to send and receive emails, enter hours worked on internet-based system and access/perform data entry in Microsoft Office products.
- Must be able to work on call, weekends and the first and last day of each month; must be available to work in excess of 40 hours as needed

Physical Requirements

- Ability to stand, walk, reach, climb, bend and kneel
- Ability to lift up to 30 pounds frequently and 50 pounds occasionally
- Ability to reach above and below the shoulders
- Ability to use hands and fingers to grasp, twist and pull
- Withstand external weather conditions such as working outside in the rain, cold, heat or other inclement weather
- Ability to drive long distances

Educational Experience:

High school diploma or equivalent.

Competitive salary and exceptional benefits package. For a full job description, please visit our website at: www.cmhp.net

Please submit cover letter and resume to Julie Schueller by e-mail: julie@cmhp.net; or by mail to:

CMHP, Inc.
Attn: Julie Schueller
24707 CTY RD 75
St. Augusta, MN 56301

Cover letter and resume due by August 31st, 2022. No phone calls please.