



Legacy is seeking a full-time Maintenance Manager for a 165-unit property in Kalamazoo, MI. As a Maintenance Manager, you will be responsible for scheduling and tracking work orders and unit turns as well as managing a team to maintain property grounds including mechanical and manual snow removal. In addition, you will be required to perform general maintenance and repair duties. This position is responsible for budgeting, preventative maintenance schedules, and documentation (snow logs, contractor bids, maintenance records) and requires the ability to work different shifts, including on-call, emergencies, weekends, holidays, and extended hours outdoors in different weather conditions. Providing exceptional customer service and the ability to work independently is necessary to be successful.

Requirements:

- Three or more years of experience managing a team
- Customer Service attitude in all interactions with staff and residents
- Ability to establish and maintain effective working relationships and independently
- Proficiency in plumbing, electrical, structural, and appliance repair
- Experience with drywall repairs and painting
- May be required to lift up to 50 pounds
- Valid driver's license and reliable transportation required
- Experience working in Yardi preferred
- Ability to work occasional weekends and/or evenings

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.*