

SOUTHERN ARIZONA AIDS FOUNDATION

PROPERTY PLANNING & MAINTENANCE MANAGER JOB DESCRIPTION

Scope of Work: The Property Planning and Maintenance Manager is responsible for overseeing upkeep and maintenance to preserve the value of SAAF residential properties, while ensuring security and safety of buildings, residents, and personnel. The Property Planning and Maintenance Manager supervises the Maintenance Team, works with subcontractors and vendors providing services, provides oversight for renovation and construction projects, and is responsible for property expenses and budget monitoring. The Property Planning and Maintenance Manager will be responsible for responding to the emergency phone. This position is a full-time (40 hours/week), exempt position and may require some evening, weekend, and holiday assignments.

Functional Responsibilities:

- Responsible for property renovations and enhancements to improve property value and residents' quality of life
- Oversees building renovations and construction to current or potentially newly acquired properties to increase residential offerings to SAAF clients
- Hire, train, supervise, and evaluate Maintenance Team to perform repairs, renovations, and unit turns in timely manner
- Monitors maintenance activities to ensure that regular maintenance tasks and goals are met timely and accurately
- Oversees work performed by contractors, including, but not limited to, renovation projects, swimming pool repairs, pest control services, HVAC services and repairs
- Responsible for expense monitoring and reduction, including of cost containment, consideration of vendor rates, and identifying green and/or energy efficient options
- Responsible for property budget monitoring and performance
- Manages property related grants, including work progress, budget monitoring, and required deliverables
- Prepares check requests for property related supplies and bills
- Builds and maintains relationships with vendors and suppliers utilized for property repair, maintenance, and emergency services
- Coordinates maintenance of SAAF owned or leased equipment, including maintenance vehicles, as applicable
- Monitors the security of all residential properties to protect employees and property
- Provides primary response to emergency maintenance phone (nights, weekends, and holidays)
- Coordinates and attends property inspections, addressing any findings necessary
- Other duties as assigned
- Reports to the Operations Manager

Minimum Qualifications:

- Minimum of three years of experience in residential property maintenance, including oversight of renovation and construction projects
- Experience managing an effective and efficient maintenance team
- Experience with expense management and budget oversight
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify, and resolve problems and coordinate work efforts with other staff members
- Proficient in Microsoft Office applications.
- Ability to lift up to 50 pounds, with or without reasonable accommodation, to include, but not limited to, lifting to/from auto to a cart, dolly, vehicle or shelf: occasional lifting above 50 pounds, to only be done with accommodation, in the form of another person or supportive equipment such as a back brace or dolly
- Ability to climb 2-story ladders
- Good interpersonal skills; sensitivity to cultural and personal diversity.
- Fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Must have a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.

Preferred Qualifications:

- Experience with carpentry, electrical, plumbing, mechanical, and HVAC systems.
- Experience working in multifamily affordable housing properties.
- Bilingual English/Spanish.
- Pima County Health Department Swimming Pool Operator's Certification (which can be obtained with SAAF's financial support following employment if not already in place).

Compensation: Pay Grade 107, Starting range \$21.62 to \$26.49, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, visit www.saaf.org or e-mail to hr@saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.