



## Regional Maintenance Director

### Job Description

AVE is experiencing rapid growth with acquisitions and new constructions in New Jersey, the Philadelphia suburbs, and the East Bay Area of California. We are looking for A+ players who want to grow with us. We are a brand that commits to its team members.

AVE is currently seeking a Regional Maintenance Director for our two communities in the East Bay Area – Emeryville and Walnut Creek.

An AVE community is not your typical rental community. We specialize in flexible-stay accommodations that offer a unique lifestyle for business travelers, chic renters, and those whose life is in transition. We offer fully furnished corporate suites and unfurnished rental residences with unparalleled business and resort amenities and Resident Services.

The Regional Maintenance Director role is pivotal to each community's success. This team member must approach the property and business every day with a professional and positive attitude.

AVE is owned and operated by Korman Communities. The Korman family has been breaking barriers in the apartment industry since it pioneered the furnished apartment in the United States at The Plaza in Philadelphia in the 1960s. Our brand has a solid reputation of creativity, integrity, market savvy and proven performance in the real estate and investment arenas.

### Job Responsibilities include but are not limited to the following:

- **Service:** Provide superior customer service to all existing, future and past residents along with representatives from all companies.
- **Presentation:** AVE represents distinctive, high-end rental communities that have been in business for 100 years. Presentation is what distinguishes us in the industry. Details make the difference. We want you and your team to commit and uphold our presentation standards on a daily basis.
- **Vendor Management:** Must have strong negotiation skills to negotiate all vendor contracts and warranty challenges that arise. Responsible for researching new vendor contracts when applicable and implementing all vendor service contracts.
- **Asset Management:** Coordinate and oversee capital improvement projects and report to Senior VP of Asset on all large projects. Manage and schedule all contractors related to building apartment upgrade program.
- **Management:** Manage, coach and mentor the housekeeping and maintenance team members. Must lead by example. Management style must be a "hands-on." You are an active part of the workload.
- **Maintenance Scheduling:** Create and maintain maintenance schedules for "AVE Standards", which are extremely high. Must create daily staff schedules in preparation for move in and move outs. Create and participate in weekend "on call" rotation.
- **Service Requests:** Complete all work orders in a timely manner. Must follow through properly with both team members as well as residents.

# AVE

- **Maintenance Shop Organization:** Must organize files efficiently and maintain records accurately for seamless operations. Be accountable for all AVE supplies, machinery, tools, etc. Must keep maintenance shop organized and inventoried properly for loss prevention.
- **Budgeting:** Maintain monthly, quarterly and yearly budgets. Assist with forecasting yearly budgets.
- **Communication:** Facilitate 360-communication which is vital to team work. Must communicate clearly and effectively with team members and management team.

## Requirements

You must have 2-3 years of maintenance, construction, or related experience. This position requires a highly self-motivated individual with:

- strong leadership and organizational skills
- excellent communication skills
- ability to manage team of 2-3 maintenance/porter team members
- HVAC certified
- possess general maintenance skills: plumbing, electric, carpentry, and appliance repairs
- strong scheduling skills: staff, suite move in/out schedule

The ideal candidate thrives on a fast-paced and diversified operation.

## Company Culture

AVE is a division of Korman Communities. For more than 100 years, our fourth-generation, family-owned-and-operated company has been providing seamless living, exceptional service, and unparalleled amenities at our sophisticated communities.

We recognize our most important asset is our team members. We provide the opportunity to achieve success and excel within our continuously expanding company. We commit to team members who embrace our values and promote our reputation for excellence.

## The Perks

- A competitive salary plus incentive package.
  - A comprehensive benefits package including PTO, medical, vision, dental, and 401k.
  - A fun, positive work environment.
  - Growth opportunities. We're growing and you'll grow with us, if you prove to be a valuable member of our team.
- Visit our website at [www.aveliving.com/careers](http://www.aveliving.com/careers).