



## **FACILITIES MANAGER**

NCDF is seeking a full-time (40/hour week) Facilities Manager to oversee the day-to-day maintenance operations for its portfolio and will be accountable for delivering high quality service to residents. The Facilities Manager will be responsible for the administrative duties associated with maintenance and will provide hands-on maintenance coverage and support as needed.

The ideal candidate will have a minimum of 5 years hands on experience in the field of property maintenance including, but not limited to plumbing, HVAC, general carpentry skills, appliance repair, electrical, painting, snow removal. Working knowledge of housing program guidelines and compliance, including NSPIRE (REAC) and use of RealPage software program a plus. Computer proficiency and excellent administrative skills as well as attention to detail to ensure successful maintenance operations. The ability to travel between properties and to other locations is required.

Essential duties include, but are not limited to:

- Staff supervision and training
- Assist in financial planning and management
- Budget preparation and compliance
- Implementation of capital improvements
- Bid procurement
- Apartment inspections
- Vendor management
- Compliance with regulations including Fair Housing

Newton Community Development Foundation is a private, nonprofit organization specializing in the development and management of affordable housing communities. NCDF offers a competitive salary and benefits package including a company match 403(b) retirement plan, health and dental insurance, Flexible Spending Account and generous paid time off. Salary commensurate with experience, up to \$85,000 annually.

As an Equal Opportunity Employer, NCDF proudly supports a collaborative and inclusive working environment. Interested candidates are asked to forward a letter of interest, including salary requirements along with current resume to [info@ncdfinc.org](mailto:info@ncdfinc.org)