



Our Mission:

*To create real estate environments
which improve the quality of life
in the communities we serve.*

**BAYER PROPERTIES, L.L.C.
POSITION SUMMARY**

TITLE: Maintenance Manager
REPORTS TO: Director of Property Management

POSITION/PURPOSE:

The Maintenance Manager will be responsible for the continual inspection, maintenance and day-to-day operations of the shopping centers and office buildings in the local Birmingham Portfolio ensuring customer satisfaction, safety and compliance. The position will report directly to the Director of Property Management.

PRINCIPAL JOB ACTIVITIES:

- Inspect properties on a regularly scheduled basis to insure properties are clean, well maintained, in good repair, and receiving quality service from all vendors (Janitorial, Landscaping, Waste Removal, Fire Alarm Monitoring and Testing, Security, Pest Control, Pressure Cleaning, etc).
- Perform hands-on and/or oversee vended services for the delivery of property maintenance requirements (plumbing and roof leak repairs, power failures, equipment failures, relamping (elements and ballast), security/fire call-backs, code compliance inspections, elevator safety logs, locksmithing, etc. with the goal of providing optimal performance (during and after business hours) and to ensure minimal interruption to business operations.
- Perform routine maintenance tasks (light bulb replacement, filling small potholes, installation of non-illuminated signage, fountain maintenance, HVAC maintenance, etc...).
- Responsible for troubleshooting and/or self-performing (if required) repairs for; HVAC, toilets, battery operated soap dispensers, sink faucets, site lighting, fire sprinkler pumps, and fire alarm systems, and light janitorial maintenance.
- Inspect and understand how to operate HVAC, Plumbing, Electrical equipment and building infrastructure.
- Respond to all Work-Order request establishing materials and tools needed, methods required, and schedules for completion.
- Inspect properties daily to ensure tenants are following property rules and regulations. Work with tenants that may have violations. Notify Director of Property Management of all issues.



- Ensure all property inspections are conducted and proper documentation is on file.
- Submit weekly property inspection status reports to the Director of Property Management which include recommendations on additional repairs, major repairs and capital improvements.
- Submit monthly lighting, roof, vacancy, mechanical room and property inspections to the Director of Property Management.
- Respond to site emergencies as necessary (power outages, water leaks, property damage, acts of nature, etc.)
- Coordinate and supervise activities with all contracted services to insure maximum efficiency and overall satisfactory operation.
- Manage facility vendors to deliver expected service levels to the portfolio within the prescribed budget.
- Perform monthly walk-throughs of each property with vendors that service the property daily or weekly. Perform annual walk-throughs with vendors that service the property monthly or quarterly.
- Track timing of and submit required documents for utility rebates and credits (sewer credits, etc.)
- Monitor all utility expenses at each property and work with Director of Property Management to develop and implement energy conservation programs.
- Develop preventative and routine maintenance schedules.
- Schedule and execute the repairs and preventative maintenance work required for the centers and office buildings, their building systems, and equipment.
- Develop bid specifications for vended services.
- Annually bid all contracts and regularly used vendors and services to ensure the most competitive pricing (plumbing, roofing, lighting, waste removal, janitorial, landscaping, etc.)
- Collect bids as requested by Director of Property Management for building repairs or improvements.
- Assist with preparation of repair and maintenance budgets including major repairs and capital improvements. Plan, schedule, execute and complete all approved projects in the month budgeted.
- Communicate with the Director of Property Management daily. This includes any issues discovered at a property, any lease violations (banners, unapproved signage, merchandise outside leased premises, vacating of space without notice, etc...), any tenant communications, building damage or repairs needed and vendor issues.
- Interface with Bayer Properties Construction Services on the coordination of landlord and tenant construction projects. (tenant construction, major repairs, capital improvements)



- Coordinate tenant move-in and move-out as directed by Director of Property Management.
- Handles after-hours emergency calls. This position is on call 24/7 and must be able to respond as necessary and communicate emergencies to the Director of Property Management.

REQUIREMENTS:

- High school diploma or (GED) and a minimum of five-years of related experience and/or trade school training.
- Certification in one or more of the following: Electrical, HVAC and HVAC Controls (thermostats), painting, plumbing or carpentry. Certifications / licenses as may be required by local and state jurisdictions.
- OSHA training certification (preferred)
- Intermediate skills with Microsoft Word (a plus not required) Microsoft Excel (a plus not required), Smart Phone and ipad applications.
- Ability to comprehend and interpret instructions, short correspondence and memos and to ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from tenants, co-workers, and/or manager.
- Ability to effectively present information to an internal department and/or code official.
- Must be able to perform the following daily: bending, standing, climbing a ladder, walking on roofs and shoveling walkways (if required), lifting equipment, tools and materials.
- Must be able to work evenings and weekends.