



The Residential Operations Manager is responsible for the strategic planning and implementation of the maintenance and capital improvements for the Pettinaro Residential Properties. This position oversees the Maintenance Manager, Lead Maintenance Technicians, and general Maintenance Technicians on budgeting, scheduling, and overseeing the physical assets, equipment, and grounds of each community on an on-going basis. Position is responsible for securing quotes, bids, and contracts for on-going maintenance as well as capital improvement and apartment renovation projects.

Qualifications:

- Working knowledge of building systems, design, construction practices, project management and budgeting.
- Excellent analytical and problem-solving skills.
- Ability to interact with all levels of team members and lead/direction action and accountability from team members.
- Comprehensive knowledge of contract documents.
- Ability to read and interpret architectural and structural building plans.
- Knowledge of building components, useful life analysis and reserve requirements.
- Outstanding organizational and leadership skills.
- Proficient in MS Word, Excel, Outlook, and general internet exposure.
- Must be able to travel to multiple properties.

Education and Experience:

- Bachelor's Degree or appropriate years of experience required.
- Must have a minimum of 10 years of experience in multi-family maintenance.
- Must have experience as a multi-site supervisor overseeing capital projects and apartment renovations.

[Click here to fill out our online application!](#)

Or

Please send resume to jobs@pettinaro.com

