

Maintenance Manager Job Description | Pyramid Peak Properties | Kirkwood, CA 95646

Summary: Full-time building & rental maintenance and snow removal opportunity in Kirkwood. Some maintenance is needed in South Lake Tahoe and Fallen Leaf Lake. We are seeking a self-starter who can proactively anticipate work and revenue streams.

Job Responsibilities

- Management of building, home and condo maintenance work performed by oneself, coworkers and vendors.
- Hires, oversees, and directs work performance and conducts employee reviews as required.
- Supervise, train and motivate team members to ensure quality control and a conducive work environment.
- Ensures quality assurance using checklists and company standards.
- Procure products and tools necessary for the job.
- Conduct visual inspections of properties per required company standards and contracts.
- Snow removal in winter using shovels and snow blowers.
- Organization of snow removal labor and timing.
- Research multiple bids for comparisons.
- Diagnose and submit solutions of new and ongoing maintenance problems.
- Report and write proposals for approval and analysis with fellow employees, owners and HOA Board members.
- Follow through to completion with tracking and documentation.
- Conduct team and safety meetings handling all required documentation and safety standards.
- Able to work in afterhours conditions without being physically or mentally compromised.
- Performs other related duties as assigned.

Qualifications and Skills

- Career goal and desire to build management experience with personal and company growth as a mindset.
- Communicate on multiple threads and manage logistics.
- Handy and has experience working on a variety of projects that relate to carpentry, electrical, masonry, plumbing, general maintenance, painting, snow removal, cleaning and repairs.
- Must be very computer literate with up-to-date skills. Need to be proficient in writing, Word, Excel and database management. Ready for education necessary for HOA certifications, project management, and more.
- Must have impeccable customer service skills with affability, a calm demeanor and able to work with immediate customer issues. We need an enthusiastic, happy, well-adjusted human being ready to manage the entire department.
- Able to drive in hazardous snow conditions, expect overnight stays in storms and on-call status.

Hours and Pay

- Must be willing to work 30 to 40 hours per week, with periodic or otherwise negotiable on-call status.
- Hybrid Salary/Hourly: \$20,000 Salary + (\$15 - \$25)/hr. depending on level of experience (\$51,200 – \$72,000)
- \$35/hr. when performing Snow Removal (Add this rate to above range 40 (hour week range)
- Probation period
- Employee benefits and incentives: Includes 401k w/ up to 4% match + more, see Employee Handbook
- Must be able to work weekends and holidays.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to repetitively listen, speak, climb, stand, bend, shovel, push and pull equipment, drive, and lift items up to 100 pounds. Overall, general good fitness is a requirement. Sitting at a computer station or work desk at home and in the office will be a normal occurrence every day. The duties of this job will be exposed to severe outside weather and driving conditions.

Please send resumes to: jobs@pyramidpeakproperties.com. Please visit our website: www.PyramidPeakProperties.com

Come prepared with questions and an application filled out.