

Maintenance Manager

Location: Fort Worth, TX

FLSA Class: Non-Exempt

Supervisor: Sonia Ruiz

Department: Maintenance

Company Information: Wilks Property Management, an innovative real estate development and investment company, has established a diverse portfolio of properties across the United States. Our creative vision has built a trusted foundation with partners and clients alike and has served as the cornerstone of our success. With a team that is driven by integrity and passion, each project we support is not just owned and operated but cultivated to surpass expectations and maintain a legacy of quality in the communities we serve.

Website: www.wilksdevelopment.com

We do not offer visa sponsorship for this position.

This position will be on site at 1321 Markum Gate Way, ste 100, Fort Worth, Texas 76126.

Position Summary: Wilks property management is looking for someone to lead the maintenance team in ensuring that our grounds exceed the expectations of our tenants and their customers. This position plays a key role in the overall presentation of our properties.

Benefits:

- Competitive Compensation Package
- Medical + Dental + Vision Coverage
- 401K + Company Match
- Life Insurance + Long Term Disability Coverage – 100% Company Paid
- Health Savings Account (HSA)
- Gym Reimbursement Program
- Tuition Reimbursement Program
- Wellness Check Program - Insurance Premium Discounts
- Life Assistance Resources
- Paid Holidays
- Paid Time Off (PTO)

Key Roles / Responsibilities:

- Supervise/monitor work of department and personnel.
- Train, motivate and retain personnel, in order to balance staffing strengths with profitability and organizational growth.
- Ensure that safety meetings are held regularly, with complete and accurate documentation.
- Ensure the overall safety, appearance, and maintenance of the facility in accordance with all applicable Federal, State, and local requirements.
- Establish an effective preventive maintenance program and a priority system for unscheduled maintenance.
- Ability to operate landscape machinery, including pulling a bumper pull & gooseneck trailer.
- Ensure machines & equipment continue to run smoothly, and building systems operate efficiently.
- On call, required one week per month.

- Perform other duties as assigned.

Minimum Qualifications:

- High school graduate or equivalent.
- Must be able to read, write and speak English.
- Minimum of 3 years diverse construction or maintenance related experience in a supervisory capacity.
- Must be knowledgeable in various mechanical, electrical and plumbing systems.
- Must have knowledge of building codes and safety regulations.
- Must possess a strong work ethic, integrity, and honesty.
- Must be dependable, reliable, and capable of fulfilling responsibilities.
- Valid Driver's License
- Must have analytical, problem-solving project management skills.
- Proficient in Microsoft Office.
- Must be capable of working independently and as a member of a team.
- Sensitive to confidential information.

Preferred Qualifications:

- HVAC certification a plus.
- Maintenance experience in industrial & commercial buildings strongly preferred.

Working Conditions:

- Bending, lifting, climbing, pushing, pulling, kneeling, sitting, walking, kneeling, stooping, squatting, crouching, crawling, talking, hearing, seeing, and standing (occasionally) for long periods of time.
- Must demonstrate manual dexterity and be able to use hands to handle or feel objects or tools.
- The essential duties of this position require moderate to heavy lifting.
- Exerting up to 100 pounds of force- Occasionally, up to 50 pounds of force- Frequently, up to 20 pounds of force- Constantly moving objects.
- Able to work under stressful conditions at times.

This job description should not be interpreted as an exhaustive list of responsibilities or as an employment agreement between the employer and the employee. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and are subject to change as the needs of the employer and requirements of the job change. Any essential functions of this position will be evaluated as necessary should an employee/applicant be unable to perform the functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the employee/applicant when possible.

I acknowledge that I have read and understand the description of this position and have had the opportunity to ask my supervisor about any points I did not understand. I hereby state that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date