

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Manager

**JOB TYPE:** Full-Time

**LOCATION:** Denver, Colorado

**SUPERVISOR/MANAGER:** Property Manager

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### **Our Company**

The Focus Group of Companies (Focus) is a Denver-based collection of operating and investment companies. We acquire, develop and manage high-quality office, retail, residential, hospitality and mixed-use properties primarily in the Denver-metro area. Our portfolio includes a diverse range of assets including retail and office space, hotels, coworking spaces, surface parking lots, warehouse and self-storage facilities and special event space. We also own several operating companies that occupy many of our real estate assets. This includes Enterprise Coworking (our high-end coworking brand), Greenbox Self Storage (our environmentally friendly self storage company), Focus Corporation (our fun destination, novelty and licensed sportswear retail stores), and Focus Parking Systems (our in-house parking management company). Guided by the very same entrepreneurial spirit on which we were founded, Focus identifies and responds quickly to unique opportunities in the market with the mission of enhancing the communities in which we work and live. Our projects are executed through people of integrity, authenticity, professionalism, and drive.

### **Position Summary**

**Focus Property Group** owns a significant number of commercial properties mainly in downtown Denver. We are currently looking for a hands-on Maintenance Manager; an individual who is able to lead our 3 people maintenance team as well as self-perform some maintenance duties. A keen eye and proactive approach to the work is of key importance.

The Maintenance Manager oversees the installation, repair and upkeep operations of all company owned properties.

### **Key Responsibilities:**

Works hand in hand with Property Manager to ensure work is being completed and tenants are being responded to in a timely manner

- Develop maintenance procedures and ensure implementation
- Inspect properties to identify and resolve issues proactively
- Coordinate annual inspections with vendors such as: back flows, fire safety, elevator, etc.
- Plan and oversee all repair and installation activities
- Recruit, hire, train and retain highly competent and customer service-oriented team of Maintenance Techs
- Allocate workload and supervise staff

- Monitor equipment and inventory
- Create and manage the maintenance budget; review and approve invoices
- Manage relationships with contractors, vendors and service providers; review and authorize vendor agreements
- Ensure health and safety policies are followed
- Perform due diligence on new properties
- Available to be on-call and in charge of creating an on-call schedule
- Actively works to produce cost-saving opportunities
- Schedule and coordinate snow removal
- At times perform maintenance duties including snow removal

#### **Education/Experience:**

- Proven experience as Maintenance Manager or similar role
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Working knowledge of facilities machines and equipment
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- High school diploma; degree from a vocational school or a BS/BA in business administration or facilities management would be a plus
- Valid Colorado Driver's License
- Understanding of basic OSHA requirements
- Basic computer knowledge – Microsoft Office suite

#### **Work Environment:**

- Ability to stand and walk for up to 8 hours/day;
- Ability to work outdoors during all seasons
- Able to bend, climb ladders and lift up to 75 pounds.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

#### **The Perks:**

Focus offers great benefits including health, dental, vision and life insurance, up to 4% match on 401K, 10 paid holidays, 3 weeks of paid time off for the first year (increasing to 6 weeks off after 11 years), free parking and a free ECO Pass! In addition to those great perks, our offices are located in Enterprise which is a coworking space that we developed. We get to reap the benefits of working out of the coworking space which includes goodies like local brewed coffee, local microbrews and soda on tap, ping pong (we get a little competitive), gym and a full calendar of all sorts of community events and fun Focus team events.

**Our Values:**

Focus started with a single employee and a single pushcart on Denver's 16<sup>th</sup> Street Mall. Guided by the following values, we have grown the company to a nearly 100-person team developing some of Denver's highest profile and most exciting projects:

- *Be Excellent.* We take ownership of our work. We are accountable and responsible.
- *Be Authentic.* We are real. We value open and honest communication.
- *Be Hungry.* We love to learn, share and grow. We get the right stuff done.
- *Be Happy.* We love to have fun. We are positive and optimistic.

To apply to this position email your resume to [careers@focuscorporation.com](mailto:careers@focuscorporation.com).