



Legacy is seeking a full-time Maintenance Manager to support our 70-unit property in Mackinaw City, Michigan. As the Maintenance Manager, you will be responsible for scheduling and tracking work orders and unit turns and managing a team. This position will also be responsible for maintaining the property grounds, which includes mechanical and manual snow removal. In addition, you will be required to perform general maintenance and repair duties.

This position is responsible for budgeting, preventative maintenance schedules, and documentation (snow logs, contractor bids, maintenance records). The Maintenance Manager position requires the ability to work different shifts, including on-call, emergencies, weekends, holidays, and extended hours outdoors in different weather conditions. Providing exceptional customer service and the ability to work independently is necessary to be successful.

**Requirements:**

- High School Diploma or GED; credits or training from a technical school or college preferred
- Three or more years of experience managing a team
- Customer Service attitude in all interactions with staff and residents
- Proficient in plumbing, electrical, structural, and appliance repair
- Experience with drywall repairs and painting is essential
- HVAC Certified preferred
- May be required to lift up to 50 pounds
- Valid driver's license and reliable transportation required
- Experience working in Yardi preferred

**Qualified candidates should email your resume to: [recruiting@legacypmc.com](mailto:recruiting@legacypmc.com).**

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.*