

Director of Maintenance
Forest Hills of D.C.

Forest Hills of D.C. is a well-established senior living community with over 135 years of excellence. Proudly rated a five-star facility and recognized as the Best Nursing Home by U.S. News, we offer Assisted Living, Memory Care, and Long-Term Care services in a vibrant, diverse neighborhood in upper Northwest Washington, D.C.

We are currently seeking a dedicated and experienced **Director of Maintenance** to lead and manage all plant operations and maintenance functions. This vital leadership role ensures that our facility's physical structures, HVAC, mechanical and electrical systems, utilities, and grounds are maintained safely, efficiently, and effectively.

Key Responsibilities:

- Plan, organize, supervise, and coordinate maintenance activities across the entire facility.
- Lead training, performance evaluations, and discipline for the maintenance team.
- Develop and implement departmental policies, goals, and preventive maintenance programs.
- Manage repairs, replacements, and ordering equipment, materials, and supplies.
- Maintain budgets and track expenditures for personnel, equipment, and supplies.
- Ensure compliance with safety standards, including fire prevention and resident-specific safety requirements.
- Work closely with administration and other departments to prioritize and schedule maintenance tasks.
- Oversee groundskeeping to maintain a safe and attractive environment for residents and staff.
- Coordinate contractor activities, ensuring adherence to contracts and regulatory codes.
- Prepare accurate reports and documentation as needed.

Benefits:

- 401(k) Plan
- Dental Insurance
- Employee Assistance Program
- Health Insurance
- Life Insurance
- Paid Time Off
- Vision Insurance

Schedule: Monday through Friday, with On-Call responsibilities as needed.

If you're a proactive leader with a passion for maintaining safe, welcoming living spaces, we'd love to hear from you. Submit resume to rwinston@foresthillsdc.life or in-person at 4901 Connecticut Ave NW, Washington DC 20008