



Director of Building Services Job Posting

Copperfield Hill is a senior housing campus offering Assisted Living, Memory Care and Independent Living to over 250 seniors in our hometown of Robbinsdale and surrounding communities. Copperfield is a 30 year strong family owned and operated business and we are proud of our commitment to provide quality care and housing to those who have served us so well.

We are currently seeking a Director of Building Services to oversee and manage our excellent Building Services team. In this position you play a key role in establishing and maintaining an environment our residents are proud to call home.

Position responsibilities include:

- Planning, organizing, developing and directing the overall operation of the housekeeping and maintenance services including management of all community service contracts, purchase of equipment and supplies and oversight of bid generation for capital purchases, renovation and service contracts.
- Assuring compliance with applicable regulations, including emergency preparedness, fire and life safety.
- Directing and executing preventative maintenance programs, general repairs and unit turns – position is very hands-on!
- Providing a high quality of service and establishing high standards for our resident apartments, common areas, housekeeping services and grounds.

Key skills/requirements include:

- Ability to organize and manage multiple priorities.
- Strong customer orientation to older adults.
- Attention to detail and high standards for excellence.
- Proficiency with hand and power tools, carpentry, plumbing, HVAC, equipment repair, painting, boiler operations, life safety code, and grounds maintenance.
- At least five years of supervisory experience in a commercial establishment with knowledge of maintenance procedures.

Salary is \$65,000 - \$70,000 per year, commensurate with experience. Our employees enjoy benefits including a 401(k), tuition reimbursement, license reimbursement, Flexible Spending Account, medical and dental insurance, paid vacation and holidays and a beautiful campus and family-like environment.

If you believe you have the required skills, attitude and personality to be a good fit for this position, please apply by completing the Employment Application on our website.

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