

Position: Maintenance Director

Location: Brentwood, TN

Posted: 01/29/2026

Maintenance Director

We are currently seeking a highly organized individual with excelling customer service skills to join our team as Maintenance Director for our Crye-Leike® Property Management office in Brentwood, TN. We are looking for a responsible individual with strong work ethic. If you are motivated to learn, enjoy working with people, and aren't intimidated by a fast-paced environment, we may have a job for you!

Job Description

The Maintenance Director does not require a contractor's license, but some experience or knowledge of general property maintenance is necessary. The ideal candidate must have the ability to work independently, manage a team of employees, along with the skills of problem solving and making prompt decisions. The Maintenance Director is responsible for tracking that all work orders are assigned, estimates are approved, and that work is completed to satisfaction within the allowed time frame. This requires clerical duties, computer skills, time management, as well as regular communication to vendors, tenants, and staff. The job is full-time. ***NOTE: This position is requires organizational, customer service and computer skills. It will manage the Property Management Maintenance Team. This position is NOT in the field, it is set in an office.**

Job Responsibilities:

- Scheduling and follow ups on all maintenance calls for commercial and residential properties
- Supervise and schedule Maintenance Techs (on staff)
- Create and maintain vendor and customer relations in a timely manner
- Follow up on work orders and communicate internally with maintenance team
- Duties as assigned

Qualifications

- High school diploma/GED required
- Demonstrated proficiency using AppFolio and Microsoft Offices (Word, Excel, Outlook)
- Ability to successfully multi-task and understand how to prioritize work
- Must have a professional demeanor, leadership skills, possess a strong work ethic and be reliable
- Excellent customer service and communication skills (verbal and written) a must
- Experience operating and utilizing a multi-line telephone system
- Ability to work independently with minimal supervision
- Prior real estate or real estate office experience is a plus

To Apply

Apply for this position on Zip Recruiter. Link is provided below:

<https://www.ziprecruiter.com/job/07c68dee>

Crye-Leike® is an Equal Opportunity Employer.