



MICHAEL ANDERSON

PROPERTY MAINTENANCE MANAGER

PROFILE

Accomplished Housing Maintenance Manager with a robust background in residential property management and maintenance operations. Over 12 years of experience in leading maintenance teams to deliver exceptional service in diverse housing environments. Expertise in developing and implementing maintenance strategies that enhance property value while ensuring tenant satisfaction. Proficient in budget management, project coordination, and compliance with housing regulations.

EXPERIENCE

PROPERTY MAINTENANCE MANAGER

Metro Housing Solutions

2016 - Present

- Supervised maintenance staff across multiple residential properties, ensuring high-quality service delivery.
- Implemented energy-efficient upgrades that reduced utility costs by 25%.
- Developed and managed annual maintenance budgets exceeding \$1 million.
- Conducted regular training sessions to enhance staff skills and service quality.
- Established a tenant feedback system to improve service responsiveness.
- Collaborated with city officials to ensure compliance with housing regulations.

MAINTENANCE SUPERVISOR

Harbor Point Properties

2014 - 2016

- Led maintenance operations for a portfolio of 15 multifamily units.
- Coordinated large-scale renovation projects, completing them ahead of schedule.
- Implemented a digital work order system that improved response times by 40%.
- Managed relationships with external contractors for specialized repairs.
- Conducted property inspections to identify potential issues proactively.
- Provided excellent customer service to residents, resolving maintenance issues efficiently.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Team Management
- Budgeting
- Energy Efficiency
- Project Management
- Regulatory Compliance
- Customer Service

LANGUAGES

- English
- Spanish
- French

EDUCATION

ASSOCIATE DEGREE IN BUILDING
MAINTENANCE TECHNOLOGY,
COMMUNITY COLLEGE

ACHIEVEMENTS

- Increased property occupancy rates by 15% through improved maintenance services.
- Awarded 'Best Maintenance Team' for two consecutive years by property management association.
- Successfully implemented a green initiative that reduced waste by 30%.