

MAINTENANCE SUPERVISOR

Job Description:

The Maintenance Supervisor is responsible for operating an effective maintenance program for the property. The Maintenance Supervisor oversees & assigns the work of Maintenance Technicians, Groundskeepers, & Housekeepers. The Maintenance Supervisor reports directly to the Community Business Manager.

Responsibilities

1. Establish work schedules, completes &/or assigns work orders to staff & subcontractors to ensure an efficient/cost effective operation in accomplishing such assignments.
2. Respond to resident service requests within 24 hours
3. Refurbish vacancies as soon as possible, but within 5 working days
4. Maintain excellent curb appeal
5. Keep maintenance costs within budget while maintaining the property to Class A standards.
6. Assist in the preparation of the maintenance budget & keep maintenance costs within the budget by operating the project in a cost-effective manner.
7. Maintain record of all maintenance related costs.
8. Take appropriate action in response to resident letters & project inspection reports.
9. Negotiate bids with subcontractors under supervision of Regional Maintenance Director & follow up to ensure that the work is done in accordance with specifications & within the agreed upon pricing.
10. Maintain a purchase order system for the bidding & payment of work performance.
11. Process invoices, work orders, & other supporting documentations.
12. Process time cards, payroll information & items relating to benefit programs.

Qualifications:

- Must be HVAC Certified.
- Minimum 2 years supervisory experience & basic computer skills required.
- Must have skill to perform all plumbing, electrical, HVAC, paint, punch-out, carpet cleaning, grounds & pool work as required.
- Must possess excellent communication, organizational & interpersonal skills.
- Strong commitment to customer service & resident retention.
- Strong work ethic & ability to inspire teamwork a must.
- Ability to lift 80-100 lbs., on a regular basis
- Must pass Employer's Maintenance & Repair Exam.
- Professional, courteous & helpful attitude with members, future members & vendors.
- Must have a valid driver's license & reliable transportation.