



Maintenance Supervisor

Broadway Place | Eugene, OR

broadwayplaceapts.com    

Highlights

Starting Date: ASAP

Hours/Week: Full-time

Compensation: \$30/hr

Benefits

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Monthly and annual bonuses
- Property sale bonuses
- Tier bonuses

Qualifications and Skills

- Requires previous experience in maintenance and some construction knowledge
- Possesses solid negotiating skills and ability to multitask
- Demonstrates ability to resolve conflict in a calm and professional manner
- Exhibits sound judgment and swift decision-making skills
- Excellent verbal and written communication skills
- Aptitude with computers, internet, and ability to master new systems is a must
- Ability to work in a fast-paced environment
- Accuracy, attention to detail, and follow-through are required
- High School diploma or GED required
- Must be willing to work flexible hours/days/weekends

Responsibilities

- Manages service/maintenance employees including scheduling, hiring, and terminations
- Responds to intake of all work orders in a professional and timely manner
- Reviews scope of work, assigns requests to the appropriate service provider, and follows through on completion of work
- Addresses emergency work orders after hours and on weekends, as necessary
- Sources and negotiates pricing with outside service providers
- Manages maintenance and repair expenses in an efficient and cost-effective manner
- Adheres to company policies and federal regulations
- Maintenance/upkeep of common areas, building exteriors, unit interiors, and grounds
- Vacant unit preparation
- Reports and documents property damage, resident incidents, and liability issues
- Other duties as required

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