

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Compensation: \$30-32/ hour DOE,
plus bonuses

Benefits:

- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Ongoing training and professional development
- Education and enrichment reimbursement
- Employee housing discount
- Quarterly bonus program

Qualifications

- 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.

Job Description

- The Maintenance Supervisor's primary responsibility is maintaining the property's overall physical condition. This includes supervision/coordination of our in-house staff and outside vendors. Responsibilities:
- Manages service/maintenance employees including scheduling, hiring, and terminations.
- Responds to the intake of all work orders in a professional and timely manner.
- Review's scope of work that needs to be completed, assigns the request 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.
- Report and document property damage, resident incidents, and liability issues.
- Other duties as required.

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