

Maintenance Supervisor

Broadway Place Apartments | Eugene, OR

broadwayplaceapts.com   

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Compensation: \$20/hr

Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount

Qualifications

- General maintenance experience required.
- Cleaning experience.
- Inventory experience.
- Experience in turning a unit.
- High School Diploma or GED preferred, but not required.
- Demonstrates ability to resolve conflict in a calm and professional manner.
- Ability to work in a fast-paced environment.
- Must be willing to work flexible hours/days/weekends.
- Must be able to complete scheduled, routine tasks quickly and efficiently without supervision.

Job Description

- Upkeep of the property in order to enhance and maintain its curb appeal.
- Assist the rest of the staff as directed, to maintain the property in an efficient manner.
- Completion of work orders.
- Upkeep of the grounds and amenities.
- Basic knowledge of equipment functions and appliances.
- Ensure all equipment is in working condition.
- Understand layout of the property and awareness of equipment locations.
- Communicate with the Supervisor about unsafe or hazardous environments on the property.
- Servicing requests that result in working both in and outdoors.
- Professional appearance and demeanor.
- Exceptional safety skills.
- Completion of unit turns (follows turnover checklist).
- Addresses emergency work orders after hours and on weekends, as necessary.
- Other duties as required.

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