



## **Job Description**

**Title: Maintenance Supervisor**

**Department: Maintenance**

**Report To: Property Mgr, Maintenance Supervisor/Dir.**

**Classification: Non-Exempt - Hourly**

### **Position Summary:**

Engages in all aspects related to maintenance and repairing physical structures of buildings and grounds by performing the following essential duties.

### **Essential Duties and Responsibilities:**

- Train and oversee maintenance staff.
- Leading and developing maintenance staff to ensure competency in key maintenance areas.
- Managing external workers to handle specialized tasks or large projects, maintaining quality and adherence to standards.
- Overseeing upkeep and minor repairs across various property amenities and common areas.
- Ensuring pool care, including chemical treatment, cleaning, and managing operational issues.
- Regularly updating the property manager on property conditions and maintenance needs.
- Conducting routine property inspections to identify and address safety issues.
- Ordering and picking up necessary supplies, keeping stock levels in check.
- Engaging in direct repair work as needed across various technical areas (plumbing, HVAC, etc.).
- Supporting other teams, including tasks like moving furniture or stocking supplies.
- Communicating and enforcing safety regulations, making recommendations for improvement.
- Proposing operational changes to boost crew efficiency and morale.
- Staying updated on policies, memos, and safety programs to ensure all work aligns with company standards.
- Keeping supervisors informed about any budget-related concerns or constraints.
- Being on call for after-hours emergencies, as required by company policies.
- Flexibility to take on additional tasks as property needs evolve.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Skill/Ability:**

- Directly supervises employees.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Design work flows and procedures
- Identify and resolve problems in a timely manner, develop alternative solutions, work well in group problem solving situations
- Coordinate projects
- Respond to requests for service and assistance
- Speak clearly and persuasively in positive or negative situations
- Set expectations and monitor delegated activities
- Include staff in planning, decision-making, facilitating and process improvement
- In person work required

**Education/Experience:**

High School Diploma. A minimum of 6+ year's apartment industry experience required.

**Certificates and Licenses:**

- EPA Type II or Universal Certification required.
- CPO Certification required
- CAMT (Certified Apartment Maintenance Technician) required.
- Valid driver's license.

**Computer Skills:**

- To perform the job successfully, and individual should have advanced computer knowledge.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; outdoor weather conditions and risk of electrical shock. The employee is occasionally exposed to work in high, precarious places and vibration. The

noise level in the work environment is usually moderate but can sometimes be loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand, walk, climb, balance, stoop, kneel, crouch or crawl
- Use hands to handle or feel objects
- Reach with hands and arms
- The employee is frequently required to talk or hear.
- The employee is occasionally required to sit.
- The employee must regularly lift and/or move up to 50 pounds unassisted.
- Specific vision abilities required by this job include the ability to adjust focus depending on the situation.

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Date

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Print Employee's Name

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Manager's Signature

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Employee Signature