

Ludwig And Company

Maintenance Supervisor Job Description

The Maintenance Supervisor is responsible for managing the physical aspect of the property. This includes performing repairs and preventative maintenance, managing service requests and follow-up with staff to ensure completion of tasks in the apartment community. The ideal candidate is self-motivated; customer service oriented and has superior time management.

Key Duties and Responsibilities:

- **Walk the property daily and attend to any issues related to garbage, litter, common area repairs, graffiti, etc. immediately. Also view decks and patios for any infractions of the lease and remedy the problem immediately. The curb appeal and upkeep of the grounds of the property is the maintenance supervisor's responsibility and one of his key functions.**
- Knowledge of the mechanical operations of all plumbing, heating, electrical, structural, and other physical attributes of the property to ensure proper repair or replacement as needed.
- HVAC certification type II or universal preferred.
- Ability to troubleshoot and repair HVAC equipment, plumbing systems, electrical systems, all major appliances, pool and spa equipment and other community systems.
- Be familiar with all relevant laws and agency regulations, including but not limited to those regarding fair housing, disability accommodations, landlord-tenant relationships, as they apply to the various procedural situations on the community.
- Be familiar and remain up-to-date with all OSHA and related agency guidelines to ensure 100% compliance with all regulations.
- Establish, assign and maintain schedules regarding routine maintenance, cleaning, painting, turnover work, etc. Acceptable unit turn times are the responsibility of the maintenance supervisor. If he needs additional help to turn the units in a reasonable amount of time, he must ask Tom to assign additional manpower to the property.
- Serve as on-call emergency maintenance contact as scheduled at night or on weekends and ensure compliance of staff.
- Implement and follow a preventative maintenance program.
- Good communication skills both written and oral.
- Basic computer proficiency required. Experienced with, Outlook, Excel, and Word preferred. One Site experience preferred.
- Will be exposed to constant activity that requires intermittent standing, bending, crouching, twisting, pushing/pulling, lifting/moving/carrying (light and heavy loads, 0lbs – 75lbs+), climbing stairs and ladders and walking on rooftops. Requires manual dexterity sufficient to operate small power tools and other equipment. Must be able to use and wear required safety equipment.
- Operate property within established budget and notify the Property Manager of any expected variations.
- Assist the Property Manager in preparing the annual budget.
- Other duties as assigned.