

POSITION TITLE: MAINTENANCE SUPERINTENDENT

REPORTS TO: COMMUNITY LEADER

POSITION SUMMARY: The Maintenance Superintendent oversees all necessary work required to maintain all physical assets of the communities in good working order.

ESSENTIAL DUTIES:

- Plan and implement a Preventative Maintenance Schedule.
- Make apartments ready for new residents in excellent condition, but as quickly as reasonably possible to assist in minimizing lost rent.
- Prepare reports based upon frequent inspections, outlining property conditions, including cleanliness of buildings and grounds, and a summary of maintenance operations.
- Maintain heaters, air conditioners, and other equipment in the buildings, to assure continuous services, and that the equipment is operating safely and efficiently; determine by inspection that all control equipment is operating properly; check such items as circuit breakers, switches, relays and starters, connections and filters for mechanical and electrical faults, signs of wear, dirt, or overloading, and other indications of trouble; and perform such preventive maintenance as lubricating motor bearings and pumps, and replacing brushes and filters.
- Perform all necessary maintenance and repairs on the apartments, common areas and parking lots, including routine service calls as well as turnover cleaning, painting, and snow removal.
- Plan, schedule and participate in grounds programs including mowing lawns, trimming edges, clipping shrubs, and weeding flowerbeds.
- Review and approve all invoices.
- Regularly inspect and maintain the buildings, grounds and other public areas to assure that they are maintained acceptably clean and tidy. The Maintenance Superintendent should consult with the Community Leader regarding any failures or deficiencies.
- Periodically inspect building and grounds to determine necessary preventive maintenance needed and consult with the Community Leader regarding such conditions.
- Maintain files containing written records of maintenance services, equipment readings, operating manuals, SDS Sheets, inventory, and a library consisting of pertinent data relating to equipment and building fixtures.
- Responsible for the cleaning and housekeeping of all building commons areas.
- Oversee Maintenance Technician(s).
- Process Work Orders.
- Arrange for subcontract work and ensure all insurance compliances
- With the authority from the Community Leader, the Maintenance Superintendent may provide direction and guidance to any contracted force; assign work priorities, determine extent of repairs and the necessary corrective measures.
- Perform the following duties:
 1. Perform maintenance on equipment, vehicles and buildings
 2. Provide on call coverage for emergency calls
 3. Prepare apartments during turnover
 4. Complete apartment service requests

5. Plan and implement snow removal
6. Inspect parking lots for oil spills, unauthorized vehicles and dumpster areas
7. Report building damage and vandalism, unusual circumstances and conditions, and other related incidents in writing to the Community Leader
8. Monitor site lighting and report problems
9. Respond to lock outs, noise problems and disturbances
10. Maintain records as required

KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma required. Previous property maintenance experience required, including plumbing, electrical, HVAC, and carpentry. Previous supervisory experience preferred. Ability to work well with others, good communication skills, ability to multi-task.

TYPICAL PHYSICAL DEMANDS: Regularly use hands to manipulate tools, controls, and equipment. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do maintenance work. Regularly lift and move supplies and equipment up to 75 lbs.

TYPICAL WORK CONDITIONS: Work is performed in apartments, common areas and on the property. Employee frequently interacts directly with residents and other staff members during the workday.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.