



**HIRSCHFELD**

# Maintenance Supervisor

**Reports To:** Property Manager

**FLSA Status:** Non-Exempt

**Summary:** Responsible for maintaining the physical integrity of the property and assisting the property manager with the overall operation of the complex. Position requires 24 hrs a day, 7 days a week availability.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Develops and maintains an effective organization through the selection, training, compensation (review time records), motivation, termination and review of all maintenance personnel.
2. Trains and mentors Maintenance, Housekeeping and Grounds staff. Delegates work orders, move-ins, and instruction to staff in a timely manner and follows through to completion. Provides input to management on staff performance.
3. Coordinates staff to ensure snow removal is completed in an efficient and timely manner and in accordance with state statutes. Performs plowing with company truck.
4. Coordinates and maintains all contractors for snow removal.
5. Maintains inventory of equipment and supplies. May order supplies through vendor with approval of the Property Manager.
6. Performs various maintenance work and/or repairs in an efficient and timely manner. Operates and maintains equipment and tools for work performed.
7. Resolves problems and discrepancies with work orders and/or interacts with management to amend the issue. Keeps management informed of all property maintenance issues.
8. Contacts other vendors for problems that exceed the capacity of the company (carpet cleaning/replacement, painting, tub refinishing, etc.). Reviews work, follows up with contractor, and ensures the job is complete.
9. Maintains maintenance shop/work area in a neat and clean manner. Duties may include tracking maintenance keys in an organized manner, updating move-in board for all departments.
10. Inspects property for needed repairs (i.e., landscaping, roofs, lighting, etc.), apartments for move-out and move-in condition and assures county inspections are up to date. Performs, delegates to staff, or contracts with vendors for needed repairs.
11. Responsible for property equipment. Orders new equipment as needed and/or has equipment

repaired. Tracks all equipment daily, and makes sure equipment is returned and stored securely every night.

12. Answers customer inquiries regarding maintenance issues as needed.
13. Adheres to all company policies and procedures paying special attention to health and/or safety procedures.
14. Holds monthly OSHA safety training meetings with staff in accordance to OSHA regulations. Ensures all staff is advised on and using proper safety equipment. Completes injury reports and submits to Property Manager. Completes annual OSHA forms and submits to management.
15. Ensures all first aid kits and safety equipment is available and up to date.
16. Responsible for care and upkeep of company vehicles. Schedules oil changes and any other maintenance to vehicle needed. Keeps an updated vehicle log of all service performed.
17. May be responsible for Maintenance set of keys. Makes sure all keys are returned to key board and advises staff of key procedures.
18. Reports all incidents regarding community and staff to Property Manager immediately, including theft, personal injuries, and property damage.
19. Performs other related duties as assigned.

**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.

**Education/Experience:**

High School Diploma or G.E.D.  
Type I and II CFC Certification for HVAC  
4-6 years of Maintenance experience at an apartment complex  
1-2 years of management experience  
1 Year of plowing experience  
Asbestos Training  
Lead Paint Certified

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical skills.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Basic computer skills.

**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.

The noise level in the work environment is usually moderate to loud. This position requires the individual to work outside in all weather climates. Position is exposed to fumes or airborne particles, toxic or caustic chemicals. This position has a risk of electrical shock, works with moving mechanical parts, and will encounter vibration from machines.

**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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and talk or hear. The employee is regularly required to sit. The employee is frequently required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

I, \_\_\_\_\_, have read and understand all job duties listed above. By signing below I am stating I understand the job duties expected of the position I hold, and I believe I possess the skills necessary to perform the responsibilities. I also understand that if I purposely do not complete the tasks listed above, that it could lead to disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name