

## **Maintenance Supervisor**

### **Summary**

The Maintenance Supervisor is responsible for coordinating and supervising the work of employees and contractors in the general maintenance and upkeep of buildings, grounds, and equipment for a student apartment community. Duties include but are not limited to general maintenance, HVAC, electrical, plumbing, landscaping, pool maintenance, advanced supervision of all major trades, on-call, budget and resident satisfaction. Projecting a professional image through interactions with all internal and external customers is essential.

### **Essential Duties and Responsibilities**

- Supervises two Maintenance Technicians, Facilities Coordinator, and Groundskeeper. This includes, hiring, training and evaluating staff, maintaining personnel documentation, and completing bi-weekly payroll.
- Oversees communication efforts to residents regarding maintenance and facility issues and other community topics as needed.
- Develops and implements interior and exterior maintenance programs to ensure quality repairs.
- Manages site wide pest control efforts. Oversees the prevention, inspection process and eradication of bedbugs.
- Responds to all maintenance requests within 24 hours.
- Oversees all work performed by various contractors for renovations/repairs and inspects upon completion to ensure quality workmanship.
- Oversees quarterly inspections of the HVAC units and filter change as required by manufacturer of the system.
- Monitors snow accumulation to ensure steps are taken to prevent ice build up.
- Assists in the creation of the on-call duty schedule.
- Maintains work order system and 96 hour report of site maintenance.
- Assists with budget preparation.
- Assists in bid review and creation.
- Performs general furniture repair, painting during non-turn periods, general plumbing, some appliance repair and minor electrical repairs.
- Oversees operation of swimming pool including monitoring chlorine, CO2, and heater.
- Monitors back gate, alarm, breezeway accountability and camera systems.
- Coordinates scheduling of contractors and staff during the turn process.
- Works mandatory overtime with no approved leave during the turn period.

- Oversees damage inspections when units are vacated throughout the year.
- Monitors site staff and contractors for quality workmanship.
- Maintains inventory of tools and equipment. Organizes and secures all maintenance storage units, shop and maintenance office.
- Orders parts, appliances and furniture to ensure appropriate par levels are maintained.
- Conducts daily general site inspections and specific monthly inspections of the entire property.

**Benefits**

- Competitive pay
- Excellent medical, dental and vision
- Life and long term disability insurance coverage
- 401(k) program with company matching contributions

To apply please send your resume to the Hiring Manager, Lynette Carthens at [lcarthens@cocm.com](mailto:lcarthens@cocm.com).