

Superintendent

Our Superintendent will be responsible for the overall physical condition of the building and the grounds around the building and be familiar with the operation of all machinery and equipment within the building. Responsibilities include the following:

- Upkeep of the building, including structural, plumbing and electrical repairs.
- Installation, maintenance, cleaning or repair of appliances, hardwood floors, ceramic tile, sheet rock, doors, window hardware, medicine cabinets.
- Servicing all work requests communicated by residents.
- Scheduling and performing preventive maintenance.
- Removing snow from sidewalks and salting sidewalks as needed.
- Supervising all maintenance contracts with outside contractors, including, but not limited to landscaper, HVAC technician, tree removal service, carpet repair and cleaning company, wood floor refinishing contractor, and painter.

Qualifications for this position include the following:

- Strong mechanical and customer service skills
- Strong HVAC and electrical skills
- Must be available on an alternating basis with neighboring property for 24-hour, 7-day-a-week coverage to respond to after-hours emergencies including Saturday's and Sunday's as needed
- Must have a valid driver's license
- Live on site strongly preferred