

MAINTENANCE SUPERVISOR

DUTIES AND RESPONSIBILITIES

Conduct all business in accordance with AMP's policies and procedures. Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and State laws.

FINANCIAL

- Developing and maintaining relationships with vendors, negotiating pricing, collaborating on approved vendor list, keeping vendor list updated and publishing the list for the properties.

MANAGEMENT

- Give direction to others including maintenance technicians
- General supervision and support for the service maintenance teams at assigned properties.
- Assisting team leaders in carrying out the implementation of various policies, standards, procedures and programs relating to the overall maintenance and upkeep of the properties.
- Working with the on-site Manager in managing all maintenance-related and capital improvement activities within an assigned property.
- Develop scopes of work for small improvements/services and seek out qualified contractors to bid the work.

REQUIREMENTS

- Initiating, performing & overseeing maintenance projects.
- Make ready units, general maintenance, repairs, maintaining fire systems, grounds upkeep and overall upkeep of large multi-family properties.
- Handling a variety of facility maintenance requirements.
- Works with on-site Manager to meet and exceed the needs of the facility.
- HVAC certification is typically required.
- Perform daily maintenance of all common areas
- Maintain pool area and spa
- Repair and maintain paint, carpet, appliances, plumbing, heating & air conditioning

RESIDENT RELATIONS

- Maintain a positive customer service attitude.
- Periodic inspection with residents move-in/move-outs.

GENERAL

- Performs any additional duties assigned by Property Manager or Regional Property Manager.
- Perform all preventative maintenance

SAFETY

- Reports all liability and community incidents to the corporate office immediately. Ensures that all workers' compensations claims are reported and proper paperwork is completed.
- Property manager will complete any pertinent safety checklists with maintenance staff.