

# **MAINTENANCE SUPERVISOR**

Artcraft Management, Inc.

## Job Description

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### **ORGANIZATION STRUCTURE:**

The Maintenance Supervisor reports and is responsible directly to the Property Manager. In coordination with the Property Manager, he or she ensures the physical operation and proper appearance of the community, both interior and exterior.

Direct and administer the entire maintenance program, including, but not limited to, supervision of all tasks, preparation, and implementation of budgets, coordination of all shipments of supplies, submit bills for payment, record-keeping, preparation of schedules, supervision of maintenance personnel, and performance of service requests and other jobs as required. This job requires personal contact with residents. Professional conduct and appearance is essential at all times.

### **AUTHORITY:**

Has authority to implement all aspects of the maintenance programs of the budget, which includes all expenses items and personnel administration. Must seek prior approval from the Property Manager for all non-budgeted items.

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### **PERFORMANCE MEASUREMENTS:**

1. He or she performs all duties and responsibilities incumbent upon a maintenance mechanic including carpentry, masonry, painting, heating and air conditioning, appliance repair, exterminating, swimming pool maintenance, and reading plans and drawings.
2. He or she communicates and coordinates daily with the Property Manager on overall maintenance programs, projects, and expenditures.
3. He or she inspects vacant apartments, buildings, grounds, and public areas periodically.
4. He or she schedules and helps drive preventative maintenance programs, service requests, apartment turnover, and other maintenance procedures.
5. He or she submits invoices for payment, or at least places corresponding codes thereon, helps prepare budgets, and coordinates non-budgeted items with the Property Manager and/or Senior Manager.

6. He or she monitors and adjusts purchasing system in accordance with company policy.
  7. He or she resolves issues that involve all assigned personnel, enforces safety practices, coordinates with Property Manager in setting up training programs to help educate individuals in all aspects of building maintenance.
  8. He or she recommends salary adjustments, promotions, transfers, terminations and periodic personnel appraisals and reviews to the Property Manager.
  9. He or she assists with property cleanliness and curb appeal to include grounds and common area pick up or lawn maintenance as needed.
  10. Performs additional tasks as directed.
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## **QUALIFICATIONS:**

### **EDUCATION/CERTIFICATIONS:**

- High school diploma or equivalent.
- Technical training in one or more trades, or a minimum of 2 to 3 years of maintenance experience.
- Must possess a basic knowledge of, and the ability to supervise others and have an understanding of the principles and procedures of building maintenance.

Additional Qualifications: Possession of valid Virginia Driver's License and proof of insurance.

### **SKILLS/ABILITIES:**

- Must be able to work well with others (other employees, residents, and vendors).
- This is a position with profit/loss responsibility.
- Must have a general knowledge of maintenance and must be familiar with the interrelationship of maintenance, marketing, and management.
- Position requires a high degree of energy and human relations skills.
- This is a combination work/supervisor's position.
- Must be an excellent communicator and motivator. Requires personal contact, proper conduct, and a high level of competence and efficiency.
- This position involves overtime, holiday and weekend work, ownership of hand tools, and handling on-call emergencies, The capacity to perform sustained manual labor, work in inclement weather and climbing ladders and working on roofs is also required.

**HOURS OF OPERATION:**

- Position requires part time or full time, Monday – Friday with overtime required for emergencies after hours and week ends.
  - Willingness to complete time sensitive projects after regular hours when necessary.
  - Must be willing to travel sometimes on short notice.
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**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of Artcraft Management, Inc.

**WORKING CONDITIONS:**

The employee is regularly in a shop environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, heights above 6'; and be exposed to outdoor elements of wind rain and summer heat.

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**PHYSICAL ACTIVITIES AND REQUIREMENT OF THE POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, climbing stairs and ladders as needed, sit and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Artcraft Management, Inc. maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

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