



Job Description

POSITION: Maintenance Supervisor

FLSA: Exempt

DEPARTMENT: Maintenance

POSITION SUMMARY

Under limited direction, supervises maintenance technicians, in the maintenance of the Company's buildings, facilities, & streets, and performs related duties as assigned. Maintains the day to day operations, and assumes responsibility for overseeing the maintenance team.

GENERAL RESPONSIBILITIES

The Maintenance Supervisors duties and responsibilities may include but are not limited to the following:

- Work within expense limits established.
- Complete make-ready process of vacant units as directed by Property Manager.
- Operate various electric, gas and manually powered tools and equipment, i.e, saws, sprayers, air compressors, mower, blower, weed-eaters, hedge trimmers
- Perform regular preventative maintenance and cleaning of equipment used; makes repairs within the scope of abilities
- Takes appropriate actions in the event of emergency or critical incidents to resolve, confine or prevent potentially injurious or hazardous conditions.
- Promptly respond to and resolve tenant requests, complaints, or questions in a courteous and timely manner.
- Maintain standards of quality service.
- Ensure compliance of all work related activities in a fair, ethical and consistent manner.
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines.
- Have a working knowledge of HVAC systems and be able to maintain, repair and replace H VAC systems
- Maintain a professional courteous manner with all tenants, vendors, contractors and fellow employees.
- Interviews, trains, motivate, assigns and evaluates work, and recommends disciplinary action according to established Company procedures.
- Performs regular site inspections.
- Supervises technicians in the maintenance, and repair of facilities.
- Calls in outside contractors when needed and oversees and inspects contract work.
- Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
- Oversees all work in progress to ensure quality, timeliness and safety.
- Schedules preventive maintenance on a regular schedule.
- Maintains inspection and repair records.
- Develops, recommends and monitors the operating budget for area of responsibility.



- Oversees and coordinates the workers who maintain and repair electrical, plumbing, ventilation and other building systems.
- May be responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed.
- Supervisors hire workers, organize schedules and assign work activity.
- May perform training to ensure individuals have all the requisite skills. Additional responsibilities include developing and implementing maintenance procedures.
- Assists or participates in performing maintenance and repair work as necessary.
- Other duties may be assigned.

WORKING CONDITIONS AND 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. Some exposure to potentially harmful chemicals or materials may occur.

QUALIFICATIONS & EDUCATION

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.

- High School diploma or GED.
- 5 years related experience or training; or equivalent combination of education and experience.
- HVAC Certification.
- EPA Certification.
- MUST have experience working with distressed or aged properties.
- Must have your own basic tools – drill, flashlight, screwdriver, hammer, tool set/sockets, etc.

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.

- Tasks involve the ability to exert heavy physical effort and heavy work, including climbing, balancing, stooping, kneeling, crouching and crawling and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials weighing 20 to 50 pounds; may occasionally involve heavier objects and materials weighing up to 100 pounds
- Tasks are regularly performed with potential exposure to adverse environmental conditions such as strong odors, fumes, dust, wetness, humidity, machinery, vibrations, temperature and moist extremes, disease, pathogenic substances and toxic/poisonous agents.
- While performing the duties of this job, the employee is regularly required to talk or hear. The



- employee is frequently required to stand; walk and sit.
- The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

Employee Acknowledgement

I hereby acknowledge that I have received a copy of YMP Real Estate Management's Maintenance Supervisor Job Description. I agree to read it thoroughly and agree that if there is any job function/duty in this Job Description that I do not understand, I will seek clarification from my supervisor and/or the Human Resources Department. I acknowledge that the information contained in this Job Description may be reviewed and revised from time to time as circumstances may require, and that YMP Real Estate Management reserves the right to change or modify any part of this Job Description without prior notice. Additionally, I understand that this Job Description is a guideline, and is not intended to nor does it cover every conceivable situation that may arise.

Signature: _____

Date: _____