Position Title: Maintenance Supervisor

Reports to: Executive Director

POSITION PURPOSE

* To perform and supervise all maintenance, repairs, and cleaning throughout the New Homestead.

PRINCIPAL DUTIES

* Responsible for daily and annual maintenance of buildings and properties.
* Complete daily work orders on all apartments and homes.
* Complete boiler inspections.
* Responsible for daily cleaning duties of main office building and community rooms.
* Annual inspections of apartments and family homes.
* Report all major repair needs to Executive Director.
* Secure facilities as needed.
* Communicate any tenant concerns/violations to Executive Director.
* Maintain interior and exterior of facilities.
* Supervise part-time maintenance employee.
* Maintain a positive and professional working relationship with tenants, staff, and outside contractors.
* Attend training as required to comply with state, federal or local laws.
* Other duties as required by the Executive Director.

SKILLS

* Positive Attitude.
* Ability to work with other employees.
* Ability to read and understand government regulation and issues.
* Able to accept direction from Executive Director.
* Adaptable to new ideas and issues.
* Ability to schedule tasks based on priority.
* Ability to use power hand tools.
* Basic knowledge of computers.
* Self-Motivator.

EDUCATIONAL DEVELOPMENT

* A high school degree is required.

EXPERIENCE

* Maintenance experience beneficial but not required.

PHYSICAL AND VISUAL REQUIREMENTS

* Normal mobility and use of appendages, normal vision correctable to 20/20 and ability to lift 50 pounds is required.

Benefits

* Health Insurance
* Paid Holidays
* Flex Spending
* Health Savings Account
* Vacation
* Dental
* Vision
* Identity Theft Insurance
* IPERS
* Life Insurance