

Maintenance Supervisor

This is a Full-Time position. Mandatory on call hours

Hours: Monday-Friday 8am- 5pm.

KEY DUTIES

- Turn over units within an established time-frame
- Communicate efficiently and swiftly with both residents and management
- Maintain community integrity on a daily basis
- Physically inspect community on a daily basis
- Oversee all maintenance work
- Direct and supervise day to day operations
- Motivate and hold accountable maintenance team
- Provide proficient and continuous learning and development to team

REQUIRED SKILLS

- Working knowledge of Equal Housing Opportunities and OSHA regulations, and willingness to continuously train when necessary
- Excellent organizational and time management skills with ability to prioritize
- Efficient communication skills both written and verbal
- Ability to consistently lift up to 50lbs
- Establish professional rapport with team and residents
- Ability to perform a wide range of duties in all types of weather conditions
- Ability to multi-task and communicate in high stress situations

REQUIRED QUALIFICATIONS

- Valid driver's license and reliable private transportation
- EPA certification type one and two not required at time of application, but will be required in the future.
- Have/purchase your own tools

PREFERRED QUALIFICATIONS

- 2-3 years maintenance experience
- Experience using Yardi Voyager maintenance app
- High School diploma or equivalent

BENEFITS

- Insurance
 - Health Insurance
 - Dental Insurance

- Vision Insurance
- Life Insurance
- Short and Long Term Disability
- Accident Insurance

(Some voluntary benefits are employee paid.)

- 401k
 - Generous 401k matching
- Paid Time Off
 - Paid personal time and holidays
 - Vacation days
- Bonus Program
 - Generous resident renewal bonus pay (leasing and maintenance staff)
- Apartment Discount
 - Eligibility for apartment housing discount after 90 days starting at 25%. max 50%
(Gardens of Canal Court and Locket field Gardens have different discount program.)

*Some voluntary benefits are employee paid

Send us your resume at hr@sextonproperties.com