

## HISPANIC HOUSING DEVELOPMENT CORPORATION – Maintenance

### SUMMARY

The **Live-in Maintenance Supervisor** is responsible for properly maintaining all building systems including HVAC, electrical plumbing, basic building maintenance, light construction and building cleanliness. The Maintenance Supervisor oversees the preventative maintenance programs and schedules all routine, emergency and preventative maintenance under the direction of the Property Manager. The Maintenance Supervisor will oversee, supervise, schedule and train maintenance and janitorial staff. The Maintenance Supervisor works directly with the Property Manager and administrative staff to ensure proper day-to-day operations and long-term planning for the property. The ideal candidate will also possess and HVAC or EPA Universal Certification, be available for on-call purposes, and have the flexibility and ability to work weekends if necessary. **MUST BE ABLE TO LIVE AT PROPERTY**

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

- ◆ Reports all maintenance problem areas to Property Manager.
- ◆ Prioritizes work orders and establishes daily work and emergency maintenance schedules for maintenance staff.
- ◆ Maintains control of equipment and supply inventory for all building janitorial/maintenance equipment and supplies.
- ◆ Implements, oversees, monitors and train staff in proper use of equipment, safety procedures, safety equipment in accordance to OSHA, industry, manufactures and HHDC standards.
- ◆ Sets-up and maintains proper storage, use and disposal of all hazardous materials and chemicals in accordance to local, state, federal and manufacture guidelines.
- ◆ Maintains records of various types and frequency of service requests and reports trends to Property Manager and Property Supervisor
- ◆ Makes recommendations for contract services and supervises projects
- ◆ Maintains a clean, orderly and safe work shop and work areas.
- ◆ Maintains and oversees proper “curb-appeal” of common areas and grounds.
- ◆ Orders and maintains supply and inventory of equipment, tools and maintenance and janitorial supplies
- ◆ Participates in unit inspections and inspects all building interior and exterior areas, including common areas on a routine and regular basis.
- ◆ Troubleshoots and make necessary repairs for appliances, heating, cooling, and electrical problems and light construction.
- ◆ Oversees and participates in unit make ready including painting, general maintenance and cleaning.
- ◆ Ensures areas are properly locked and secured as necessary and proper lighting is maintained in all common areas.
- ◆ Performs all scheduled maintenance and all building-related repairs
- ◆ Creates a preventative maintenance schedule for systems and equipment based on the manufacturers’ recommendations and operation manuals.
- ◆ Provides janitorial/maintenance assistance as needed.
- ◆ Critiques and reviews maintenance employees’ work and suggests improvement plans to management to maintain HHDC standards of quality service for residents.

- ◆ Possess general knowledge of maintenance related items, including but not limited to, water and gas meter cutoffs, apartment fixture cutoffs and sewer cleanouts, and uses this knowledge to train maintenance/janitorial staff.
- ◆ Assists in apartment move-in and move-out inspections and unit turnover and provides suggestions for improvement as appropriate.
- ◆ Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- ◆ Excellent customer service skills.
- ◆ Extensive knowledge of plumbing systems, appliances, water heaters, chillers/boilers and air conditioning units.
- ◆ 3+ previous maintenance supervisory experience
- ◆ High School diploma or equivalent.
- ◆ Knowledge of Fair Housing laws and regulations
- ◆ Strong leadership and communication skills.
- ◆ Maintain valid driver's license, reliable transportation, and auto insurance.

#### **EOE**

**Important:** Please indicate the position you are applying for in the subject of the fax or email. Fax resumes to 312-602-6530, Attn: HR or email to [recruiting@hhdevcorp.com](mailto:recruiting@hhdevcorp.com).

**Principals only -- No Recruiters**