

**TITLE:** Maintenance Supervisor  
**REPORTS TO:** Property Manager  
**JOB STATUS:** Full Time, Non-Exempt (Hourly)  
**LOCATION:** Corning, NY

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*Competitive wages, Bonus, 401(K), Healthcare Benefits and paid time off are all available. In addition, after the completion of an introductory period, a **FREE** apartment located within the community could become part of the Maintenance Supervisor's compensation.*

**ESSENTIAL FUNCTIONS**

- Service appliances, equipment, plumbing, electrical, etc. as necessary per work requests.
- Respond and complete, in a timely fashion, resident service requests and work assignments as provided by Resident Manager.
- Coordinate preparation of vacant units with Resident Manager based on move-in dates.
- Implement move-in/move-out procedures including inspection forms with the Resident Manager.
- Manage and oversee subcontractors and vendors while on site.
- Work with Resident Manager on securing bids from outside contractors.
- Responsible for after hour's emergency calls (as part of a staff rotation).
- Ensure compliance with building, safety and health codes.
- Ensure resident compliance with property policies.
- Keep property maintenance shop area clean and orderly at all times.
- Maintain inventories (tools, equipment and supplies), as well as maintaining that all equipment is in proper operating condition.
- Responsible for snow removal and/or managing any snow removal contractors; as required by the property.
- Responsible for the physical operations of the swimming pool as may be required by the property.
- Maintain positive relations with residents, staff and vendors.
- Hire, train, provide direction, and assume responsibility for staff under the Maintenance Supervisor's supervision.
- Be familiar with, assist in the creation of and work within the annual budget.
- Maintains physical property to ensure a safe and habitable place to dwell.

**OTHER JOB RESPONSIBILITIES**

- Inspect property (inside and out) daily for overall curb appeal and rectify any problem areas.
- Maintain all maintenance forms and records as required.
- Maintain supportive relations with community, fire and police agencies.
- Maintain an annual pro-active and preventative maintenance plan.
- Adhere to and review current policies/procedures and make suggestions to Resident Manager on how to enhance the property.
- Make recommendations to improve the profit and productivity of the property.
- Train and educate residents and employees on safety and compliance issues.

**MINIMUM QUALIFICATIONS**

- Must have three years' experience in property management, construction or related trade field.
- Mechanically inclined with experience in some of the following areas: electrical, plumbing, HVAC, carpentry and appliance repair.
- Supervisory experience preferred.
- Must be able to work safely with all power tools, hand tools and safety equipment.
- Basic technical skills is a plus; able to use tablet or smart phone for work orders.
- Customer Service Oriented.
- Have general knowledge of utility shutoffs, clean out traps, fire and safety equipment and fire hydrants.
- Detail-oriented and the ability to multitask.
- Good decision making abilities.
- Must have a clean and valid New York State driver's license.

**PHYSICAL DEMANDS**

- Must be able to work outdoors and be able to work in a wide range of temperatures and varying weather conditions including rain and snow
- Must be able to lift 75 lbs. or more, with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Must be able to stand on feet and walk for extended periods of time.
- Able to operate large / heavy machinery
- Shoveling snow
- Climbing and/or balancing
- Stooping, kneeling, crouching, and/or crawling