

Ambling Companies, Inc.
Job Description

Job Title: Tax Credit Maintenance Supervisor
Department: Management
Reports To: Property Manager
FLSA Status: Non-Exempt
Prepared Date: August 31, 1999
Revised Date: February 1, 2000

SUMMARY

The Maintenance Supervisor's primary focus is to assist in the retention of the Ambling resident through skilled, efficient and professional service. This will directly affect the Maintenance Supervisor's contribution to the NOI (Net Operating Income).

ESSENTIAL DUTIES AND RESPONSIBILITIES for the overall maintenance of the property, including but not limited to the following:

Give prompt and efficient service calls in accordance with service policy and procedures.

On-call service as determined by Property Manager.

Turn vacant units in accordance with the Property Manager's schedule and standards.

Perform light electrical and plumbing repairs.

Perform light carpentry and masonry work.

Assist in the maintaining of all common areas including sweeping, mopping, vacuuming, emptying trash, cleaning windows, pressure washing, etc.

Maintaining of pool(s) and/or Jacuzzi(s).

Maintaining maintenance shops in an efficient, safe and organized manner.

Train other maintenance employees.

Assist the Property Manager in vendor selection.

Replaces air conditioner filters on a regular schedule.

Keep accurate record keeping of key property information (water shut-offs, sewer clean-outs, house meters, water meters, irrigation meters, etc.)

Work with Property Manager to establish ongoing Preventative Maintenance Program.

Inspect and approve the work of outside contractors.

Take a leadership role in maintaining and enhancing the aesthetic appeal of the property.

Assist in the implementation and adherence of the maintenance budget dictated by the Property Manager.

Help other Ambling Managed properties as needed and requested by the Property Manager.

Weekends as determined by Property Manager and incorporated into work schedule.

Supports Ambling Companies' guidelines and policies.

Arrives to work as scheduled and prepared.

In the absence of a Groundskeeper:

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.

Empties office space trash and garbage containers.

Cleans snow and debris from sidewalk.

Perform other work related duties as directed.

Represent Ambling Companies in a professional manner at all times.

QUALIFICATIONS: 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. Must have good communication skills. Must have basic knowledge of construction and repair processes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or at least one (1) to five (5) years of related experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees, and tenants.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.