



the emmer
group

Maintenance Supervisor

Supervises maintenance employees and engages in general maintenance tasks by performing the following essential duties.

Responsibilities include:

- Train and supervise maintenance staff
- Maintenance of property, including but not limited to minor repairs and grounds upkeep for common areas, all amenities, administrative building, clubhouse/lifestyle center
- Maintain swimming pool including but not limited to chemical treatment, cleaning, filters, etc. and report problems to supervisor
- Make regular property status reports to the property manager/club director
- Pick up supplies as necessary
- Engage in the work of plumbing, electrical, carpentry, mechanical, heating and air conditioning, painting, repairs to masonry in the apartments and common areas or furnishings of buildings
- Interpret company policies to workers, enforces and makes verbal or written recommendations to supervisor on all safety regulations
- Routinely communicate property and budgetary concerns with supervisors
- Available for after hour emergency maintenance items as outlined in the Apartment Operations Manual
- Follow policies and procedures, and perform all duties in a timely manner
- Additional duties as needed

The qualified candidate must meet the following qualifications:

- AA in Business or Construction Management or a minimum of six months to one year related experience and/or equivalent combination of education and experience
- EPA and CPO Certification if applicable (preferred or demonstrates the ability to obtain at his/her expense within three months of hire)
- Must be able to lift and move up to 50 pounds
- Basic math skills

How to apply:

Interested candidates should send their resume to d.mcginnes@emmergroup.com.

For consideration, resumes need to be accompanied with an Emmer Group application. To obtain our application please visit our website at www.emmergroup.com/about-us/careers.

Visit us online for current opportunities and to learn more:

www.emmergroup.com/about-us-careers

