

FHRC MANAGEMENT CORPORATION
SUPERINTENDENT

Statement of the Job:

The Superintendent is responsible for the maintenance functions at his/her property. The purpose of this position is to ensure that the physical condition of the property satisfies ownership and management objectives.

Reporting Relationships:

The Superintendent reports to the Property Manager, directly supervises Maintenance Mechanics, Groundskeepers, and/or Cleaners, and receives direction and guidance from the Property Manager and the Regional Property Manager.

Responsibilities:

A. The Property.

1. Acts as a working supervisor, with almost all of his/her time spent performing maintenance functions.
2. Fulfills all resident work orders at the property in a timely manner, and completes the relevant paperwork.
3. Fulfills all site work orders at the property in a timely manner, and completes the relevant paperwork.
4. Responsible for preventive maintenance at the property, utilizing the company's Preventive Maintenance System detailing the location, item, and schedule for performing all PM functions.
5. Responsible for the condition and appearance of the grounds at the site including snow removal.
6. Responsible for being available to respond to emergencies twenty-four hours per day, seven days per week.
7. Responsible for the "turnover" of vacant apartments in an expeditious manner in order to avoid the loss of any rental income.

8. Responsible for the inventory control of the property's maintenance supplies, performing a monthly inventory and making recommendations to the Property Manager for the purchase of supplies and equipment.
9. After discussion of need and expense with the Property Manager and Regional Property Manager, solicits bids from contractors for such work as plumbing, electrical, landscaping, carpeting, painting, and safety systems preventive maintenance.
10. Oversees such work as referred to in 9 above, as determined by the Property Manager and Regional Property Manager.
11. Makes recommendations for capital improvements at the property to the Property Manager and Regional Property Manager.
12. Exercises no authority to approve expenditures or spend money.
13. Ensures that all company maintenance policies and procedures are implemented at the property.
14. Ensures that company standards for the performance of maintenance functions are consistently maintained.
15. Reviews the HUD and state agency building inspection reports in conjunction with the Property Manager and Regional Property Manager in order to understand what maintenance problems need to be resolved and what maintenance improvements need to be made.
16. Represents himself/herself and the property in a professional manner with residents, visitors, and other employees.
17. Wears the prescribed uniform at all times during working hours.
18. Responsible for wearing his/her company identification at all times while at work, and ensures that all maintenance personnel do the same.

B. Budgeting.

1. Makes budget recommendations to the Property Manager for all maintenance line items.

Please submit all resumes by email to dburkssmith@firsthartford.com