



**Position:** Maintenance Supervisor, Brighton Campus

**Reports To:** Director of Facilities

**Status:** Full Time

**Summary:** Reporting to the Director of Facilities, the Maintenance Supervisor is responsible for the efficient operation, maintenance, security and administration of the physical facilities and grounds, ensuring it is safe, clean and attractive at all times. The Maintenance Supervisor will direct and monitor the work activity of the maintenance staff, site representatives, and on-site contractors and vendors.

The Maintenance Supervisor will participate in maintenance activities, conduct periodic inspections of the physical plant, mechanical systems, and grounds, and maintain maintenance records in accordance with JCHE standards and government regulations.

**Essential Duties and Responsibilities:**

The duties of the Maintenance Supervisor include, but are not limited to:

- Supervise and manage the performance of the maintenance staff and contractors in the facility and ensure that work is completed to JCHE standards.
- Ensure that staff is properly trained and licensed. Sets the standard for teamwork.
- Builds positive relationships with JCHE vendors and contractors.
- Set the standard for attendance, personal appearance and positive demeanor for all maintenance staff and ensure continued compliance with the JCHE standard. Interact with residents in a sensitive manner, ensure that the maintenance staff does the same, and promptly report any concerns about a resident to Resident Services.
- Ensure that there is a staff person on site 24/7 able to address emergencies; site rep when office is closed, Maintenance staff person when offices are open or essential personnel are called in.
- Maintain physical building and grounds in accordance with JCHE and HUD REAC standards.
- Perform mechanical tasks and repairs or delegate tasks to the maintenance mechanics. Monitor completion and maintain RealPage Facilities software.
- Prepare vacant units for re-rental in a cost-effective and timely manner, in accordance with Regulatory and JCHE requirements.

- Coordinate. Supervise and participate in snow removal activities ensuring that the entryways, walkways and lots are clear of ice and snow.
- Establish and maintain inventory management system for all equipment, tools and maintenance supplies for most efficient use and to prevent waste, loss, and theft.
- Keep all maintenance areas and systems room clean and organized to JCHE standards.
- Report any accident, injury, or safety concerns to the Director of Facilities/Executive Director and complete incident reports immediately.
- Responsible for the monthly and annual pest control inspection and follow up treatment, and annual apartment units inspection in accordance with JCHE and regulatory requirements.
- On occasion, provide emergency coverage to this or other JCHE properties.
- Responsible for other projects and tasks as assigned by Director of Facilities

**Working Conditions/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. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires standing and walking for long periods of time.

**Qualifications:**

- Excellent interpersonal, communication, and management skills; prioritize, delegate, coach and monitor staff.
- Ability to plan ahead, create and utilize organized task management and communication tools.
- Knowledge of OSHA regulations.
- Proficiency in the use of computer software in record keeping, communicating, and reporting.
- Knowledge of elevators and high rise buildings systems.
- Basic knowledge of high efficiency boilers and heating plants, plumbing, heating, HVAC, and electrical systems.
- Knowledge of ‘Green Initiatives’.
- Ability to lift 50 lbs and walk for long periods of time.
- Ability to obtain Hoisting License, Bobcat.

**Experience:** The Maintenance Supervisor position requires a minimum of three years of experience as a Supervisor in a residential building.

**Qualified candidates should forward a cover letter and resume by email to [hrjobs@jche.org](mailto:hrjobs@jche.org); by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135.**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

*Last Updated: July 25, 2017*