

Maintenance Supervisor

Successful candidates will be responsible for maintenance functions of our apartment community located in **Derry, NH**. You will perform repairs and grounds upkeep; prepare apartments for new residents and ensure that our buildings are functioning at peak efficiency.

Essential Skills and Responsibilities include:

- Working knowledge of HVAC systems, electricity, plumbing, carpentry, painting, and refurbishing.
- Familiarity with various appliances.
- Strong communication skills.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail and follow-through.
- Ability to work in teams as well as independently

Additional job responsibilities include:

- Ensure that the community and its grounds are maintained in accordance with our company standards
- Identify any areas in need of repair
- Respond to repair requests and maintenance concerns from residents and staff
- Prepare apartments for new residents
- Assist with completing apartment inspections
- Ensure proper removal and disposal of trash
- Maintain availability to residents, management, and staff on a regular predictable basis
- Perform on-call duty when assigned. Mileage and travel time are reimbursed

Job Skills and Abilities:

- HVAC certification required
- Working knowledge of HVAC systems, electricity, plumbing, carpentry, painting, and refurbishing.
- Familiarity with various appliances.
- Strong communication skills.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail and follow-through.

Experience Requirements:

- Experience in Building/Facilities Maintenance
- Previous Supervisory experience

Managerial Responsibilities:

- Provide Supervision to Maintenance staff, including cleaners and groundskeepers where applicable through the planning and scheduling of work, and the review and approval of tasks.