

Site Superintendent:

New Haven, CT

SUMMARY OF FUNCTIONS: Responsible for maintaining the physical condition and appearance of the site. Organize, coordinate and manage the overall maintenance programs including exterior property appearance, timely work order service, quality make-ready program, and cost-effective inventory control of the property. Required to be "on call" 24 hours.

SKILLS, KNOWLEDGE & PERSONAL CHARACTERISTICS: General apartment maintenance experience, knowledge of appliance repair, light carpentry, plumbing and electrical knowledge, knowledge of safety procedures, safety conscious, steady and dependable, ability to work with pressure of deadlines, and ability to flex work schedule to accommodate after hour and weekend emergencies.

ORGANIZATIONAL RELATIONSHIPS: Reports directly to the On-site Manager, who has the primary authority to determine the exact "day-to-day" duties of the technician. This determination will take into consideration the technician's skills, experience and career goals, and how they best fit into the operational needs of the property. Works with leasing personnel, other maintenance staff, property manager, construction division, and maintenance staff from other developments.

OTHER REQUIREMENTS: Hours of Work: 8:00a.m. to 5:00p.m., Monday through Friday. Must be "on call" 24 hours per day, when scheduled. Must be willing to work on weekends and be available for snow removal during the winter months.

Amount of Overtime: As needed for emergencies.

PHYSICAL REQUIREMENTS: Extensive mobility and excellent physical condition. Ability to lift 100 lbs. necessary for installation and removal of appliances. Ability to operate all necessary hand tools to make repairs. Ability to kneel, crouch, climb, crawl, etc. to reach items in need of repairs. Ability to drive to and from job sites. Tolerance to all extremes of hot and cold weather, as may be necessary.

Tools: Management will provide basic tools, or (see "Minimum Required Hand Tools" list). Must be knowledgeable and skilled in the safe use and maintenance of the following:

- Hand tools: Various wrenches, screwdrivers, grips, sledge hammer, hammer, snips, post hole diggers, saws, etc.
- Power Tools: Wrenches, grinder, sander, drill, saws, etc.
- User-Moved Aids: Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, stepladders, full ladders, double ladders.
- Mechanical Equipment: Motors, pumps, compressors, blowers, electric and hand-powered augers, etc.
- Measuring Devices: Voltmeters, ohmmeters, testing meters, PH tests, etc.

Transportation: Must have dependable vehicle to transport to get to site

Internal Number: PR-Superintendent

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