

## **Maintenance Superintendent - Deerfield**

WB Residential Communities, Inc.

10 King Arthur Drive, Niantic, CT 06357

### **SUMMARY OF POSITION:**

Responsible for the supervision of the maintenance staff, apartment turnover, and all other maintenance systems for an apartment community located in Niantic, CT.

### **ESSENTIAL FUNCTIONS:**

- Apartment related repairs, experience with plumbing HVAC, flooring, painting preferred, daily cleaning of the office
- Coordinate and schedule maintenance-related contractor activities, may negotiate contracts and scope of work.
- Tracking inventory to ensure that you have adequate maintenance supplies.
- Prepare community for potential snow fall with contractor and maintenance team
- Represent the community in a professional manner at all times.

### **REQUIREMENTS & COMPETENCIES:**

- Keep Property Manager informed of status of maintenance requests that require additional assistance. Must utilize Yardi to close out service requests and perform inspections unassisted
- Demonstrates customer services skills by treating residents and others with respect.
- Available to work emergency on-call which could include weekends and holidays.
- Demonstrate strong communication skills for communicating with residents, co-workers, and senior management.

### **SKILLS/ABILITIES AND PHYSICAL REQUIREMENTS:**

- Experience in plumbing, electrical, HVAC, carpentry, and painting.
- Have constant need to perform the following physical activities (66% to 100% of the time): - Bend/Stoop/Squat: Perform routine maintenance/repairs, pick up tools and equipment.
- Push or Pull: Move equipment, appliances, open and close doors, etc.

- Reach above Shoulder: Perform routine maintenance/repairs, stock and remove equipment, etc.
- Climb Ladders: Perform routine maintenance/repairs.
- Lifting/Carrying between 25 and 75lbs (supplies, replacement parts, ladders, etc.):

**EDUCATION / WORK REQUIREMENTS:**

- High School or equivalent diploma.

**Schedule:**

Monday - Friday 8 am - 430 pm (40 hours), plus on call evenings for emergencies

Job Type: Full-time

Pay: \$23.00 per hour

*The above is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of the job. It is not to be construed as an exhaustive statement of all the job functions.*