



## **Maintenance Supervisor**

**June 2018**

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, landlords, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

Unisons Property Operations Department is looking to bring on a dynamic, team focused, attention to detail, and customer service driven Maintenance Supervisor to join our team. The Maintenance Supervisor will be responsible for assisting the Community Manager with the day to day management of their community, maintenance team, grounds, unit turns, inventory control, and work orders.

### **Responsibilities include:**

- Implements and schedules a preventative maintenance programs for property, building and unit components.
- Responds to and performs work as identified on work orders.
- Assigns workers to duties such as maintenance, repair, or renovation and obtains bids for additional work from outside contractors.
- Directs contracted projects to verify adherence to specifications.
- Maintains appropriate MSDS sheets for all chemicals used on-site.
- Recommends necessary non-routine maintenance repairs and property improvements to the Community Manager.
- Follows Emergency Procedures Plan for the property.
- Purchases maintenance supplies within the budgeted guidelines.
- Monitors pricing and performance of all vendors and contractors. Provides competitive bids when requested.
- Performs electrical, HVAC, plumbing, and general carpentry work in accordance with company standards.
- Inspects premises for unsafe conditions and takes corrective actions accordingly.
- Trains subordinates in the maintenance department.
- Ensures community is clean, safe and sanitary and meets all quality standards established. Maintains excellent curb appeal, clean grounds, and clean, neat amenities.
- Maintains and updates all required logbooks, forms and See to it that all capital improvements (large projects, appliances, carpet et al.) are recorded in Yardi.
- Assists the Community Manager in evaluating the performance of subordinate staff.
- Assists in snow shoveling, plowing, de-icing and removal as warranted.
- Participates in and schedules after hours on-call maintenance service.

### **Education/Experience:**

Two years related experience and/or training; or equivalent combination of education and experience. Certifications, such as HVAC and CAMT are strongly desired; Bilingual (English/Spanish) preferred.

Please submit cover letter, resume and salary requirements to:

Arnold Anderson

[aanderson@unisonhp.org](mailto:aanderson@unisonhp.org)

Compensation: **DOE Plus Sign on bonus\***

Unison Housing Partners offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.