

JOB DESCRIPTION

JOB TITLE: MAINTENANCE SUPERVISOR
LOCATION: ACKERMANN GROUP
REPORTS TO: PROPERTY MANAGER
DATE PREPARED: JUNE 2017

BASIC PURPOSE:

Primary responsibilities include performing hands-on maintenance of the apartment community, including overall inspection, repair and general maintenance of apartments and other interior/exterior areas in accordance with the policies and procedures outlined in the Operations Manual. Executes and ensures completion of maintenance activities as necessary/assigned. Under the direction of the Property, or Regional Property Manager, functions as a team leader of the general maintenance staff, if applicable.

ESSENTIAL FUNCTIONS:

General Maintenance Activities:

- Ensures the completion of all market-ready apartments, emergency and non-emergency service requests, various maintenance activities, and community inspections. Ensures the apartment community's overall exterior appearance is maintained.

Inventory Control:

- Monitors, controls and safeguards all maintenance inventory and/or supplies.

Team Leader Activities:

- Under the direction of the Property Manager, and Regional Property Manager, assists in all phases of the hiring, training, evaluating and supervising processes of all maintenance employees. Directs & oversees the work of independent contractors and vendors engaged to perform work at the apartment community as assigned by Property, and Regional Property Manager.
- Represents the Company in a professional manner at all times. Consistently maintains a professional courteous attitude when dealing with residents, coworkers and the general public.
- Performs other duties as assigned such as, but not limited to, delivering communication to residents, attending and participating training seminars, and running errands, as requested.

JOB QUALIFICATION REQUIREMENTS:

Knowledge/Experience:

A high school diploma or equivalent is required. A minimum of three years verifiable hands-on maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc. is necessary. Supervisory experience is preferred. Excellent communication and interpersonal skills are required.

Machines, Tools and Equipment, Software:

Hand tools normally used in construction, maintenance and landscaping. Power tools including circular saw, power drill, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet

shampoo machine, paint sprayer, power drain cleaner, chain saw, key machine, and all chemicals associated with maintenance and landscaping essential job functions. Motorized vehicles□

Licenses/Certification:

Valid driver's license and good driving record along with auto insurance required.

Required to carry and maintain a working cellular device during term of employment.

Other Requirements:

As an Ackermann team member, you represent the Ackermann Group. While you are on the job, you are expected to wear clothing and accessories that are appropriate in a professional business environment. Refer to the Ackermann Group Handbook Dress Code Guidelines for additional information. In addition, you also have an obligation to maintain proper standards of conduct including but not limited to working well with team members and having a positive attitude.

PHYSICAL AND VISUAL ACTIVITIES:

Inside and outside work in all types of weather. Medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum of 100 lbs., with frequent lifting and carrying of up to 50 lbs. Good eye/hand coordination is essential. Color perception, the ability to differentiate colors in terms of hue, and the ability to identify a particular color or color combination from memory is required. Must be able to lift and work heavy equipment and utilize a ladder as required.

Physical and visual activities are commonly associated with the performance of the essential functions of this job. "Commonly associated" is not intended to mean always or only. There may be different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

WORKING ENVIRONMENT:

Residential property

The Company may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit the Company's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.

I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.

Employee Name:

Employee Signature:

Date: