Position Title: Maintenance Supervisor

Salary: $29-31/hour

**Position Overview**

Insite Property Solutions is a boutique property management company that collaborates with MainStreet Property Group, its investors, and others to operate thriving residential communities and commercial centers. We develop deep relationships with our owners, our residents, and our communities to understand their unique needs and desires. We scrutinize data to uncover uncommon trends that help us grow our owners’ investments while using our market, business, and property knowledge to provide outstanding living experiences for our residents. We utilize proven processes and procedures while constantly looking for ways to innovate to exceed our customers’ expectations.

**Responsibilities**

* Assist in carrying out the implementation of various policies, standards, procedures and programs relating to the overall maintenance and upkeep of the properties.
* Initiate, perform and manage maintenance projects.
* Perform walk through of properties to ensure that immediate maintenance and custodial issues are attended to in a timely fashion. Walk through inspections should also include preventative maintenance to safeguard against foreseeable maintenance issues.
* Perform unit turns including but not limited to: servicing appliances, plumbing and electrical, replace old or faulty parts, re-key locks, replace burnt out light bulbs and interior painting.
* Coordinate with the Supervisor in ordering and taking inventory of maintenance supplies within the limits of the properties’ budgets and at the most effective cost.
* Coordinate with the Property Manager/Portfolio Manager to obtain, review, and negotiate competitive bids for outside contract services.
* Maintain an inventory of supplies to ensure prompt repair and replacement of various items.
* Ensure that all common area facilities and related equipment are maintained in accordance with all warrantees and manufacturers’ specifications (pools, spas, elevators, HVAC, etc.).
* Periodically inspect all units, buildings and common areas to ensure that fire department guidelines are followed, common area lighting is working and common areas are safe and free of hazards. Report deficiencies to Community Manager and take appropriate action.
* Address and follow up as necessary on all residents’ work order requests in a timely and professional manner.
* Enter completed work order information into Yardi daily.
* Consistently maintain a professional, courteous attitude when dealing with residents and coworkers.
* Must ensure that all maintenance, custodial and groundskeepers are working with the utmost consideration to safety and safe practices.
* Must ensure that the property is compliant with OSHA standards.

**Qualifications**

* Have excellent time management, problem solving, and interpersonal skills
* Must be a self starter multitask and achieve high-quality results under tight deadlines and changing work priorities
* Must be a reliable, motivated, professional and organized individual
* Must be willing to travel throughout portfolio
* Minimum of 3 years residential/multifamily property maintenance experience is required
* Must have active 07B Residential Maintenance Certification
* Must have reliable transportation, valid drivers license, and vehicle liability insurance
* Must have a working knowledge of Microsoft Office Suite (Outlook, Excel, Word, etc.)
* A 4 year degree or related coursework is preferred; a High school diploma or equivalent is required
* Must be physically capable to complete all aspects of the job
* Must be able to pass criminal and drug screenings