JOB DESCRIPTION
Maintenance Supervisor

Terms & Hours

The Maintenance Supervisor position is a salary position. It is not expected that the job activities will exceed 40 hours per week (based on a yearly average). Weekly hours may be flexible depending on emergencies, snow removal, apartment turnover and other special circumstances. Additional work as approved by your supervisor may be available from time to time. This additional work will be paid separately from your normal salary. *1

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1. Sweep, shovel and clean exterior walks and steps. Clean siding and ceilings at all entryways as needed.
2. Cut grass and trim shrubs as needed. Keep all outside areas clear of debris.
3. Replace all light bulbs and fixtures in common areas when needed and apartment units when requested.
4. Keep storage rooms, public rest rooms, community room, laundry rooms and all other public areas in a clean and orderly condition. Twice yearly wash all windows in common areas.
5. Receive apartment work orders from the manager for minor repairs to appliances such as oven elements, and other malfunctions of window sash, closet doors, light fixtures (including bulb replacement), bathroom fixtures, carpet, seasonal installation and removal of air conditioners, etc. Perform work as needed and return signed work orders to manager. When entering any apartment, inspect all rooms and features using a ROUTINE MAINTENANCE APARTMENT CHECKLIST and return this form to the Manager.
6. Refer any major repairs and problems to your supervisor, who may require you to contact local contractors for estimates to repair or replace. If the repair costs more than $1,000, three estimates must be obtained. Verbal estimates are acceptable when documented. Major repairs and repairs being paid from the project’s reserve account must be pre-approved by the mortgage holder (USDA Rural Development) before work is begun. In case of an emergency, such as a non-functioning furnace or water heater, the work will be done immediately. The supervisor may authorize you to perform the necessary repairs or replacement, or refer the work to a contractor.
7. With the assistance of the manager, list and estimate any damages left by former tenants to be deducted from their Security Deposit. Large repair or replacement items should be referred to your supervisor along with three professional estimates for the damage repair.
8. Tenants are responsible for leaving their apartment in “broom clean” condition upon move-out and are subject to apartment inspection before the return of the deposit. The maintenance supervisor will complete this inspection with the tenant. Complete cleaning and repairs prior to the next tenant’s move-in and inform the manager when the unit is ready to re-rent.
9. As needed, after a tenant moves out, clean the kitchen and bathroom (including floors, walls, cupboards, fixtures and appliances). Arrange for the carpet to be cleaned or replaced, if needed. Paint the apartment if needed (refer to the 5-year maintenance plan).
10. After the inspection of apartments performed annually by , a copy of the inspection reports will be given to the maintenance supervisor so all repairs can be made. Tenants will be informed in writing as to the date of all inspections so they can be present. If no one is in the unit, two people will complete the inspection. All tenants will be informed of the procedures in advance. When repairs are completed, the maintenance supervisor will record this work on an Inspection Report Form. These reports are kept in the on-site office.

11. Keep the grass in and on the sides of the detention basins (Meadows and Upper Crown) and the runoff drainage (9-Mile) mowed (when dry) or cut with weed eater (when wet). The lawn at the perimeter of the basin must also be kept mowed, up to the property line.

12. Seasonal Duties:
   - Spring – Have power equipment serviced as necessary. Clean up of grounds, begin landscaping and fertilization, clean and store all winter equipment. Clean and check gutters, reinstall benches, picnic tables, barbecues, etc.
   - Summer – Initiate exterior building maintenance, paint, wash exterior of windows, mow lawns, continue landscaping, etc.
   - Fall – Winterize and store summer equipment, winterize grounds and building. Install stakes for snowplow boundaries. Remove benches, picnic tables, and barbecues into winter storage. Have power equipment serviced as necessary. Order salt and other winter supplies, etc.
   - Winter – Plow, snowblow, and shovel all grounds as needed other than what’s contracted out. Spread salt on all walkways, as needed. Remove snow as many times as needed, with first snow removal occurring before 8:00 a.m.

Seasonal Employees (contract) – The maintenance supervisor may hire tenants or local residents to perform some or all of the seasonal duties (e.g. lawn mowing, sidewalk shoveling, grounds work, etc.) and cleaning, if pre-approved by his supervisor. An employment application is required of all temporary/seasonal/part-time staff.

13. Implement the 5-year maintenance plan. Learn and perform the required scheduling and documentation techniques. Insure that all listed maintenance is completed yearly. *2


15. Meet with your supervisor monthly to discuss maintenance concerns, needs and procedures, project progress and planning and other maintenance concerns. All other duties as assigned.

*1. Additional work projects may include such items as painting common areas, emergency plumbing roofing and electrical repair work and building and grounds capital improvements.

*2. All scheduled apartment painting and preparation are normal maintenance duties. This painting will be scheduled and completed throughout the year.
Supervisory Duties

1. Respond to all calls from the other site managers regarding tenant concerns, completing forms and reports, readying apartments for occupancy, marketing, etc. Issues that have policy and/or fiscal implications should be reported in a timely manner to the managing agent.

2. Provide information and training to other site managers regarding tenant certifications, USDA rules and regulations, fair housing laws, etc., as needed.

3. Become familiar with the RHS Manager computer program for the preparation of reports and creation of forms.

4. Prepare the monthly USDA Project Worksheet and NYS Rural Rental Assist Report for Nine Mile Landing Apts. and review the USDA Project Worksheet prepared by the manager of The Meadows Apts.; submit to the managing agent for review and signature in a timely manner.

5. Assist in the preparation of the annual budgets for each of the projects.