

# Rural Communities Housing Development Corporation

## Position Description

<b>Position Title</b>	<i>On-Site Maintenance Supervisor</i>
<b>Position Class</b>	<i>Non-exempt/Hourly</i>
<b>Supervisory Responsibilities</b>	<i>No</i>
<b>Reports to</b>	<i>Maintenance Manager</i>
<b>Work Site</b>	<i>Apartment Complex as assigned</i>

### General Duties and Responsibilities

To keep and maintain buildings, and grounds in good conditions at all times. To insure the buildings and grounds\* are kept in such manner as to create a healthy and safe physical environment, maximize the useful life of all property. To adhere to the preventative Maintenance Schedule, respond to immediate needs and arrange for skilled repair work as required. Maintain projects per Management Plan. (\*An outside contractor may provide lawn and gardening services). Comply with all State and Federal Laws as they relate to tenants' rights.

### Job Duties and Responsibilities

1. To perform the daily, weekly and quarterly routine inspections and replacements in accordance with the established Maintenance Schedule.
2. To record accurately all such required tasks on the Maintenance Schedule and provide such Maintenance Schedule to the Project Manager on a monthly basis.
3. Order maintenance supplies.
4. Prepare units for occupancy (clean, disinfect, paint, patch, etc); replace windows, doors, door locks; lights.
5. Keep walk ways parking areas free of debris.
6. Oversee the maintenance of the lawns/garden areas and sprinkler systems as instructed.
7. Maintain inventory of tools, equipment, supplies, etc.
8. Report health and safety hazards, injuries and accidents to the proper authorities and to the Property Manager and Maintenance Superintendent as soon as possible.
9. Execution of rehabilitation plans.
10. Maintain property according to health and safety standards.
11. Maintain Work Order Log and "repair/reports" filing system.
12. Maintain a repairs/replacement file on the project and on each unit at the project.
13. Maintain work order log in accordance with specification and "repair/reports" filing system.
14. Solicit bids for necessary work as directed.
15. Other duties as assigned.

### Qualifications

Qualifications include:

1. Must be able to work and make decisions without supervision
2. Must be experienced in routine repair and maintenance of buildings, landscaping and appliances.
3. Must be well organized and thorough.
4. Must be physically able to perform maintenance tasks.
5. Must be able to understand repair and maintenance instructions.
6. Building trades experience helpful.

7. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
8. A working knowledge of Microsoft Office; proficient in Excel, Word, graphic software and facility with the Internet.
9. Ability to organize work and priorities to meet deadlines.
10. Bondable

### **Working conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **Physical requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

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By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_