

**OPEN RECRUITMENT**  
*Job Announcement*  
July 18, 2018

Position Title: Lead Maintenance  
Supervisor: Regional Maintenance Supervisor  
Classifications: Non-Exempt  
Closing Date: Until Filled  
Annual Salary: Negotiable

To apply for this position,  
check [here](#):

**SUMMARY:**

To be responsible, under the direction of the Business Manager, for the overall maintenance of the physical plant. When applicable, the Lead Maintenance will oversee the performance of other maintenance personnel who are working alongside or in conjunction with the Lead Maintenance.

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned. This job description is a basic outline and must be used in conjunction with the QuadCo's On-Site Procedures Manual.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Maintain a professional image and attitude in keeping with the objectives of the QuadCo and residents' welfare.
- Report to the Business Manager each morning to communicate daily needs of the property and before and after breaks and lunch hour.
- Report any observed problems in units or on the property to the Business Manager.
- Wear uniform shirt and identification as provided/directed by the Business Manager and/or Regional Manager. Work boots and/or tennis shoes may be worn; however, sandals are not allowed.
- Supervise any subordinate maintenance staff of the site.
- Recommend, when appropriate, the use of outside contractors for some projects and supervise their work.
- Maintain records and prepares reports in accordance with regulations.
- Participate in the hiring process by interviewing candidates and making hiring recommendations.
- Make recommendations for changes in policies and procedures in response to changing conditions, requirements, regulations or technology.
- Assist in preparations of maintenance budget for the site.
- Regularly conduct inventory of equipment, tools, parts and supply of materials.

*In the event a property requires multiple maintenance personnel, the Maintenance Supervisor is responsible for overseeing the following work tasks, and may be involved in the actual labor to complete the same. In addition, the Maintenance Supervisor is responsible for coordinating the crew, assessing employee performance, hiring, reviewing time and leave reports, performing appraisals of staff, and ensuring that staff IS properly trained.*



## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school education or equivalent trade school preferred
  - EPA Section 608 Certified
  - 5 years' experience in multifamily maintenance and experience involving public contact preferred.
  - Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.
  - Use of personal automobile for local job-related travel and pick-up, or ability to drive pickup truck and van.
  - Neat, clean and appropriate appearance.
  - Maintenance personnel must provide tools needed to perform routine maintenance tasks.
  - Some type of formal training or experience in the following areas: carpentry; light plumbing work; light electrical work; painting; refurbishing and QuadCo's "Maintenance Test".
  - Willingness to pitch in and work in areas other than repairs and maintenance, i.e. janitorial, custodial, gardening, painting, etc.
  - Physical aspects of the job may require heavy lifting, bending, kneeling, stooping, climbing, balancing, and carrying.
- NOTE:** This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.*

## JOB COMPETENCIES:

- Ability to interpret and apply policy and procedure
- Knowledge of the physical layout of the site.
- Skilled Knowledge of building and grounds maintenance, including standard practices, methods, tools, materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
- EPA Section 608 Certified
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of occupational hazards and appropriate safety precautions.
- Ability to supervise a comprehensive maintenance program for site.
- Ability to analyze information from inspections in order to determine the maintenance needs, and the quality of maintenance services provided.
- Ability to develop plans and procedures for efficient and timely completion of work.
- Ability to maintain records in an orderly fashion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public.
- Ability to prepare recommendations and reports, as required.
- Ability to read, understand and work from sketches and blueprints.
- Ability to understand oral and written instructions



**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Physical aspects of the job may require heavy lifting, bending, kneeling, stooping, climbing, balancing, and carrying. Must have hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis. Work involves the normal risks or discomforts associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes.

