



Position: Maintenance Supervisor

As a Maintenance Supervisor, you will:

- Supervise and delegate work to Service Technician staff to accomplish property maintenance duties including the scheduling of daily, weekly and monthly duties.
- Complete required logs, work orders, and other required documents.
- Ensure compliance with applicable building codes and safety regulations.
- Purchase and maintain the inventory of maintenance equipment and supplies.
- Secure sub-contractor bids and monitor contract compliance.
- Schedule rental move-out inspections.
- Interview Service Technician candidates.
- Regularly report to Site Manager.
- Maintain a positive customer service attitude.
- Be available for periodic on-call duty.
- Manage to an established budget.
- Perform other duties as assigned by Site Manager.

Core Values

Pride in doing quality work, ethical, honest, responsible.

As a Maintenance Supervisor, your skills will include:

- Supervising a team.
- Using hand tools.
- Using maintenance equipment powered by small engines.
- Basic plumbing, electrical, and carpentry skills.
- Speaking, reading, writing, and understanding the English language.
- The ability to lift objects less than 50 lbs. without the assistance of tools or devices.
- Working independently with limited supervision.
- Effectively communicating instructions to your team.
- Multitasking, establishing priorities and time management.

Please apply by clicking here: <http://www.sunrisemc.com/careers/>.