

## **Maximum Accessible Housing of Ohio Maintenance Supervisor position description**

The **Maintenance Supervisor** ensures the proper functioning of all five Vistas Apartment Communities by facilitating, coordinating, and supervising the work of the five Facilities Technicians; planning and scheduling tasks and workflows; and assisting the Facilities Director. This position documents and reports on work, allocates resources, and assists with tenant relations. The Maintenance Supervisor works as a team with other staff to fulfill MAHO's mission to advance accessibility, independence, and inclusion in homes and communities.

### **Core Job Responsibilities**

- Direct supervision of Facilities Technicians to ensure that buildings are kept clean and work orders and routine tasks are being done promptly and well
- Plan work flows to ensure efficient operations, monitor workloads, and prioritize use of resources
- Obtain, review, and supervise contracts as assigned
- Ensure that unit turnovers are completed expeditiously
- Enter and monitor work orders and service requests
- Assist in responding to building emergencies, including off hours
- Foster and maintain professional relationships with tenants, coworkers, and contractors

### **Required skills and experience\***

- Supervisory experience with the ability to manage and lead employees effectively including delegation and follow-up skills
- Solid critical thinking skills and attention to detail
- Hands-on experience with building and property maintenance and repair
- Ability to work both independently and as part of a team
- Strong written and verbal communication skills with all levels of internal and external contacts
- Proficient in using Microsoft Word, Excel, and Outlook

### **Preferred skills and experience**

- Experience with property management, especially residential
- Ability to multi-task with excellent organizational and project planning skills
- Experience obtaining and supervising contracts
- Technical training in construction, electrical, HVAC, boilers, and mechanical systems
- Ability to maintain a positive attitude even under pressure
- Solid understanding of safety regulations and practices
- Certifications in related areas of expertise

### **Qualifications**

- Reliable personal transportation to get to all MAHO properties
- Current valid driver's license and vehicle insurance
- GED or high school diploma
- Ability to pass a criminal and/or credit background check
- Ability to go up and down stairs and do the physical reaching, bending, and climbing that is necessary to perform duties; ability to lift up to 50 lbs.

**Send resume to: [maxhousing.hr@gmail.com](mailto:maxhousing.hr@gmail.com)**

EOE

\*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.