

Employment Opportunity Posting

PAHMA Member: Towne North Tower

Position: Maintenance Supervisor

Date Available: September 2019

Location: Pittsburgh, PA

Job Description: Supervisor is responsible for oversight of all building maintenance, turnover processes, parts orders and training of maintenance/cleaning staff.

Duties: Essential Duties: Primary responsibilities include, but are not limited:

- Excellent communication skills with residents/vendors/office staff.
- Ability to “make ready” apartment turnovers in 7-10 business days (paint, punch/maintenance, carpentry & cleaning done “in house” when possible).
- Delegate and complete service request timely and efficiently.
- Maintain an organized maintenance shop.
- Purchase inventory when needed within guidelines given by Property Manager.
- Responsible for physical maintenance and appearance of buildings and grounds. Monitor building and grounds to ensure a neat and clean presentation and environment.
- Complete minor and routine painting, plumbing, electrical wiring, carpentry and other related maintenance activities using hand tools.
- Assist Property Manager in obtaining contractor bids to ensure cost efficiency.
- Oversee vendors while working on site.
- Snow removal/landscaping as necessary.
- Emergency on-call duties as required or assigned.

- Perform other related duties as assigned by the Property Manager.

Qualifications: Building construction/general maintenance preferred; Driver's License required. Taking care of 134 unit building, Section 8 HUD. Must be outgoing and friendly and be able to help seniors. Working with the elderly.

Compensation: Based on experience.

Benefits: Paid Health for employee and vacation

Apply: Please submit resume to my email address: Marcia@tntapts.com