

Employment Opportunity Posting

Management Co.:	Westgate Management Company
Position Available:	Maintenance Supervisor
Available:	8/10/2019
Location:	Pittsburgh, PA
Job Description:	Supervisor is responsible for oversight of all building maintenance, turnover processes, parts orders and training of maintenance/cleaning staff.
Essential Duties:	<p>Primary responsibilities include, but are not limited:</p> <ul style="list-style-type: none">-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 requests 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 & 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
Compensation:	Based on experience.
Benefits:	Paid health + holiday/PTO after 90 days
Apply:	Email Resume to: Michelle Peterson Regional Property Manager O: 724-443-0282 E: mpeterson@wgmgt.com

