

## Employment Opportunity Posting

<b>Management Co.:</b>	Westgate Management Company
<b>Position Available:</b>	Maintenance Supervisor
<b>Available:</b>	8/12/2019
<b>Location:</b>	New Brighton, PA
<b>Job Description:</b>	Supervisor is responsible for oversight of all building maintenance, turnover processes, parts orders and training of maintenance/cleaning staff.
<b>Essential Duties:</b>	<p>Primary responsibilities include, but are not limited:</p> <ul style="list-style-type: none"><li>-Excellent communication skills with residents/vendors/office staff.</li><li>-Ability to "make ready" apartment turnovers in 7-10 business days (paint, punch/maintenance, carpentry &amp; cleaning done "in house" when possible).</li><li>-Delegate and complete service requests timely and efficiently.</li><li>-Maintain an organized maintenance shop.</li><li>-Purchase inventory when needed within guidelines given by Property Manager.</li><li>-Responsible for physical maintenance and appearance of buildings &amp; grounds. Monitor building and grounds to ensure a neat and clean presentation and environment.</li><li>-Complete minor and routine painting, plumbing, electrical wiring, carpentry and other related maintenance activities using hand tools.</li><li>-Assist Property Manager in obtaining contractor bids to ensure cost efficiency.</li><li>-Oversee vendors while working on site.</li><li>-Snow removal/landscaping as necessary.</li><li>-Emergency on-call duties as required or assigned.</li><li>-Perform other related duties as assigned by the Property Manager.</li></ul>
<b>Qualifications:</b>	2 years apartment/condo maintenance experience; Drivers License required.
<b>Compensation:</b>	Based on experience.
<b>Benefits:</b>	Paid medical for employee + holiday/PTO pay after 90 days
<b>Apply:</b>	Email Resume to: Michelle Peterson Regional Property Manager O: 724-443-0282 E: mpeterson@wgmgt.com

