

Employment Opportunity Posting

Management Co.:	Westgate Management Company
Position Available:	Maintenance Supervisor
Available:	04/19/2021
Location:	Waynesburg, PA
Job Description:	Responsible for all building oversight, including physical appearance of buildings & grounds, turnover, maintenance and training staff.
Essential Duties:	<p>PRIMARY RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Communicate effectively and professionally with all property staff and residents.• 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.• Complete grounds maintenance duties.• Complete work orders timely.• Remove trash and dispose of in designated areas.• Oversee other maintenance staff and vendors that are working on site.• Emergency on-call duties as required or assigned.• Snow removal/landscaping as necessary.• Units "turned over" within 7-10 business days (trash out, paint, punch, carpentry & cleaning "in house" when possible).• Assist staff with HUD and other inspections as necessary.• Perform other related duties as assigned by Property Manager.
Qualifications:	<p>TYPE OF MACHINES, TOOLS AND VEHICLES REQUIRED TO BE USED: • Hand tools normally used in construction, maintenance and landscaping. • Power tools including circular saw, power drill, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet shampoo machines, power drain cleaner, chain saw and key machine, etc. You must have the ability to function both inside and outside in all types of weather. Medium to heavy work may require prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching. A reliable vehicle and driver's license is required. Ability to use smartphone, tablet and computer.</p>
Compensation:	\$36,000 annual
Benefits:	Paid health insurance for employee and PTO after 90-day probationary period
Apply:	Send Resumes to: Michelle Peterson at mpeterson@wgmgt.com