

Job Description

Ocean Riviera Condo Maintenance Supervisor

Position Summary:

Provides management, direction, and leadership to ensure the property is well maintained and operated in accordance with the Board of Director's objectives. Responsibilities include working with the Manager, Board of Directors, staff, and residents, to ensure that the grounds and facilities are clean and excellently maintained. Outstanding management & leadership skills, supervisory skills, and mechanical skills and knowledge are required for this position.

Education/Experience/Certificates/Licenses/Skills Required:

High School Diploma

Minimum 5 years Successful Experience as a Maintenance Supervisor for a Condominium Association, Apartment Complex or Similar

Excellent Mechanical Skills & Knowledge as it relates to the position

Understands and Implements a Preventative Maintenance Plan

Communicates Effectively with the Manager, Board, Staff and Residents

Demonstrates Honesty & Integrity

Excellent Supervisory Skills & Ability to Direct Work Effectively and Efficiently

Effective Planning & Record Keeping Skills

Understands & Demonstrates Effective Condo Operations

Strong Interpersonal Relationship Skills & Ability to Motivate Staff, Leads by Example

Self-Motivated, Proactive, & Organized

Calmly Manages Difficult/Emergency Situations

Possesses Appropriate Licenses for the Position

Position Duties & Responsibilities:

Oversees and directs all aspects of building and property maintenance and repair.

Actively involved in the maintenance, repair and landscape of the property, including the beach area: Ensures that the building and grounds are excellently maintained and in a good state of repair

Makes purchases within the constraints of the budget and Board guidelines

Assists with bids/quotes to ensure the best terms available for the Association

Supervises and directs Maintenance Staff

Establishes effective maintenance routines as well as a weekly schedule for employees, and ensures that staff members are on task

Conducts a regular inspection of the property, and addresses any area of concern

Assists in planning the annual maintenance budget

Develops a proposed annual plan of action/priorities for Board consideration

Coordinates and oversees all special projects such as periodic concrete restoration, painting, renovations, etc.

Establish and maintain an inventory of all tools and supplies, and ensure that items are returned to their proper location promptly

Schedule and oversee all necessary/required inspections

Communicates effectively with the Manager, Board of Directors, residents, staff and vendors.

Conducts self in a respectful and dignified manner at all times

Takes pride and ownership in work responsibilities (as if it was your home)

Follows up and follows through with outstanding issues

Responds to emergency situations calmly and effectively

Any and all other duties as assigned

Physical Requirements:

Able to walk building and grounds on a regular basis each day

Able to routinely lift 50 lbs

Work Schedule:

Typically 5 days/week

8:00 am – 4:30 pm with occasional overtime

Compensation & Benefits:

Competitive salary and benefits commensurate with skills, experience and education