



Job Description

Position Title	Department	Reports to
Sustainable Maintenance Supervisor	Asset Management	Director of Asset Management
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	October 11, 2019

POSITION SUMMARY

The goal of the Sustainable Maintenance Supervisor is to review and inspect First Community Housing's property maintenance operations to ensure facilities are maintained to a clean, safe, and eco-friendly standard. Ensures custodial and maintenance activities comply with health, fire, and other safety regulations. Emphasizes and monitors preventive maintenance schedules. Ensures supplies used are green and safe for staff and employees. Manage warranty and punch list process when developments transition to operations. Manage remediation and reconstruction during insurance claims.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Design phase consultation – To ensure our newest properties contain the best practices as learned from our existing portfolio:

- Review operations and maintenance components of properties in predevelopment.
- Recommend materials and systems that meet FCH's Sustainability Goals.

Post-construction Initial Occupancy – To ensure a smooth transition from Development to Operations:

- Monitor warranty periods and support Construction Management in punch list completion.
- Build and Maintain Library of (1) Operations-related video recordings, (2) O&M Manuals, and (3) As built Drawings, including electronic form.
- Create and oversee site-specific preventative maintenance plans and schedules.

Ongoing Operations and Maintenance – To operate our properties to a sustainable standard

- Review and Audit Monthly Maintenance Reports.
- Meet with each Asset Manager monthly to go over maintenance conditions at each of their sites.
- Visit each property and meet with maintenance staff at least every two months and produce a site visit report for team.
- Train maintenance staff on best practices as needed.
- Ensure supplies used at sites are eco-friendly.
- Establish standard unit turnover procedures on all sites.
- Manage key vendor relationships determined by Department.
- Drive efforts to increase indoor and outdoor water efficiency, energy savings, and Integrated Pest Management

Capital Projects – To improve or upgrade current systems

- Work with team (Asset Management and Property Management) to develop 5 year plans on all properties.
- Support Asset Managers regarding Capital Improvement Projects.
- Manage Capital Improvement Projects as directed by Director of Asset Management.
- Propose and implement specifications for specific trades when bids are required.
- Where required, review bids for completeness, quality, and competitive pricing.
- Supervise the repair/construction portion of insurance claims.

Desired Skills:

- Minimum 5 years with operations and maintenance of multi-tenant residential facilities.
- Ability to set and keep a regular schedule to address the portfolio on a monthly basis.
- Work independently and as part of a team.
- Demonstrated ability to both supervise and monitor capital improvement projects.
- Exceptional record keeping abilities.
- Bid Review experience.
- Keep up with latest building and sustainability trends and best practices.
- Management level computer skills, including Excel and Word.
- Experience with Fire Panels, HVAC, Water Heaters/Boilers.

Salary Range:

\$65,000 – 80,000 plus benefits

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May travel by car, plane or other form of transportation to attend business meetings or conferences.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.



First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Interested persons should send a resume to Michael Santero at michaels@firsthousing.org