



JOB TITLE: CamBey Senior Apartments Maintenance Supervisor
REPORTS TO: CamBey Senior Apartments Property Manager
FLSA STATUS: Hourly
SUPERVISES: CamBey Maintenance Technician and CamBey Housekeeping

POSITION SUMMARY: To be responsible, under the direction of the Property Manager, for the overall maintenance of CamBey Senior Apartments, plus all other areas directly related to the day-to-day operation of the community. Provides periodic oversight to Island Senior Resources (Bayview) and/or the Senior Thrift in the areas of maintenance, health and safety.

ESSENTIAL JOB FUNCTIONS:

Assist the Property Manager in scheduling annual apartment inspections, and the development and management of the operating and capital budgets.

Perform minor repairs on all appliances. Perform light electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc. Perform plumbing work, such as clear stoppages, replacing fittings, installation of hot water tanks, etc.

Replace broken glass, tile, vinyl, carpet, screens, garbage disposals, fixtures, appliances, blinds, and locks.

Paint interiors of apartments and exterior common areas when necessary.

Perform light carpentry work such as drywall repair, fitting doors, freeing windows, replacing door jams, replacing and building shelves, and sanding and refinishing doors.

Assist in custodial work, including sweeping, mopping, vacuuming, shampooing, emptying trash, cleaning windows, and the cleaning of apartments. In the absence of the Housekeeping staff, complete all the duties of this position.

Assist in grounds work when necessary, including picking up of trash.

Perform limited extermination services, when required.

Participate in on-call emergency schedule for evening, weekend, and holiday coverage.

Be responsible for control of and utilization of maintenance materials.

Be responsible for the refurbishing of apartments prior to resident occupancy.

Keep accurate records regarding preventative maintenance, work orders per apartment

refurbishing, i.e. carpet or appliance replacements, annual inspections, inventories, purchase orders.

Perform scheduled maintenance on all equipment based on the manufacturer's recommendations and operating manuals.

Have knowledge regarding water and gas meter cut-offs, all apartment and fixture cut-offs, and sewer clean-outs, and post map of same and assure all employees have an understanding.

Make sure storage areas, refuse areas and entrances are maintained and there is adequate lighting in those areas.

Monitor/maintain community contracts and suppliers, their services, pricing, and goods.

Periodically inspect all apartments, buildings and common areas performing repairs and janitorial assistance as needed.

Maintain all equipment, tools, and inventory, and assure staff access.

Supervise and train the maintenance team.

Attend additional training programs as needed.

Conduct community quarterly, and as needed, safety inspections.

Ability to maintain property according to ISR standards, policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

Minimum: High School education or equivalent. Seven years of related experience and/or training; or equivalent combination of education and experience. Training in all the following areas: carpentry, plumbing, electrical, painting, refurbishing, cleaning, and appliance repair.

Language Ability: Read and interpret documents such as invoices, specification sheets, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized and/or emergency situations.

Computer Skills: Microsoft Word, Microsoft Excel, internet, and email

Supervisory Responsibilities: Able to acquire knowledge of city and county codes/regulations quickly and effectively. Supervision of vendors and the community service team in order to assure quality results in their work.

Preferred Education/Experience: Knowledge of HUD and ADA requirements for an apartment community.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to perform physical labor and to talk or hear. The employee is occasionally required to lift up to 50 pounds. The vision requirements include: close vision and ability to adjust focus.

Special Requirements: Pass a formal criminal background check as required by RCW 43.43.830.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. This job description does not constitute a written or implied contract of employment.