

## HALLKEEN MANAGEMENT

**Job Title:** Maintenance Supervisor

**Location:** Palmetto Park Apartments - Clearwater, FL 33755

**Hours:** Full-time 40 hours a week

**Job Description:**

HallKeen Management has an opening for an experienced and motivated Maintenance Supervisor to oversee all maintenance responsibilities for a 179 two and three bedroom market and tax credit property. This property is located just miles from the world famous Clearwater Beach and is currently undergoing a major rehabilitation of many of their units.

The responsibilities of the Maintenance Supervisor are wide-ranging and quite diverse. The

**Maintenance Supervisor is responsible for:**

- Developing, presenting and managing the maintenance budget
- Establishing and adhering to a preventative maintenance schedule
- Meeting turnover time requirements
- Reviewing vendor contracts
- Obtaining competitive bids for work needed on site and overseeing vendors working on site.

The Maintenance Supervisor will manage a staff of Maintenance Technicians and will handle all responsibilities associated with the maintenance of this property.

**Some duties include, but are not limited to:**

- Handling daily service requests
- Turning over apartments for occupancy
- Basic janitorial duties including garbage removal, maintaining or replacing appliances, fixtures and switches
- Working with contractors as necessary
- Providing corrective maintenance
- Providing preventive maintenance
- Inspecting apartments, buildings and/or grounds as necessary
- Replacing/maintaining smoke detectors, circuit breakers and outlets
- Painting
- Changing window screens and glass
- Providing cosmetic repairs within apartments and common areas
- Participating in the rotation of on-call emergencies after hours and weekends using the necessary safety attire and/or equipment
- Performing other duties as they arise.

Candidate must have 5 years of property maintenance experience and must have previous supervisory experience in overseeing staff.

**Candidate should have the following Qualifications:**

- Strong organizational skills with the ability to multi-task and will take ownership of all maintenance responsibilities as they relate to this property.
- Be results driven and possess the ability to work within a budget
- Candidate must have working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, heating and electrical systems in order to handle service calls and maintain vendor relationships.
- HVAC licensure is required and must be submitted with resume.
- Candidate should have experience using residential maintenance software, Word, Excel and communicate via email.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Amanda Flood at [aflood@hallkeen.com](mailto:aflood@hallkeen.com)**