

Job Description
Lead Maintenance Technician

The Lead Maintenance is responsible for the day-to-day supervision of the maintenance team as directed by the Property Manager, as well as the overall upkeep and maintenance of the Apartment Community.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assigns work orders to maintenance team.
- Assist the maintenance staff with completing work orders and turning units for market ready.
- Reviews timecards and dailies weekly for accuracy.
- Ensures that maintenance team members are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner.
- Oversee all contractor work to ensure the contractors comply with facility standards and procedures.
- Periodically inspects work performed by maintenance team members for quality assurance.
- Diagnose operational problems and recommend corrective action.
- Responsible for notifying Property Manager immediately of need for Employee Counseling-Corrective Action form and/ or Incident Reports.
- On a daily basis the maintenance supervisor will meet with the Property Manager to review daily plans, prioritize work and discuss the logistics involved to perform the desired work.
- Support the Property Manager when implementing systems, schedules and procedures, and communicate these initiatives to the teams.
- Collaborates with Property Manager to establish goals, priorities, and expectations, and to help develop the action plans and strategies for accomplishing them.
- Perform other duties as required by management.

Knowledge of:

Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, painting, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide.

Skill and Ability to:

Effectively use a variety of hand and power tools; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

Other Characteristics

Employee should have his/her own basic tools.

Possession of a valid Delaware driver's license; willingness to work outside (if necessary) in inclement weather.

Ability to lift minimum of 100 lbs.