

**Come
work
with us**

Maintenance Supervisor

City Care exists to do the work few others are willing to do. We believe in the intrinsic value of every person. It is with love and compassion we advocate for the overlooked in our community. We provide food for the hungry, relief for the hurting, and hold space for complete restoration of lives that have gotten off course. And with enough endurance, we witness, firsthand, remarkable stories of transformation. We believe in the power of unity. Poverty, homelessness, mental illness and substance use disorders are community issues and deserve a community response of support for those working to create a better life for themselves and their loved ones. We are better, together.

Still reading? Great! Now more about the position. City Care is searching for a dreamer, a builder, a sustainer to help us meet the maintenance needs in our common facilities and 112-unit scattered-site property. This person will report to City Care's Property Manager and will fill the principle role of oversight of activities and staff including troubleshooting, repair and preventative maintenance of plumbing, electrical, heating/cooling, carpentry, appliances, painting and drywall. In addition, this full-time position will coordinate with vendors/contractors.

Essential Functions

- Ensures maintenance staff accurately completes objectives in a timely manner
- Ensures all company maintenance policies and procedures are followed
- Ensures quality control checks of all final work (i.e. unit turns, preventive maintenance, maintenance requests)
- Prioritizes work orders and unit turns and delegates objective to staff appropriately
- Maintains regular and consistent attendance, including being available for occasional on-call rotation/after-hours schedule
- Assists with move-in and move-out procedures including all required City and other inspections
- Brings all resident issues observed in units to the attention of property manager
- Orders supplies and materials as necessary and submits appropriate receipts in a timely manner
- Provides excellent customer service and represents City Care in a professional manner at all times



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Maintenance Supervisor cont'd..

Requirements:

- HVAC, plumbing, minor electrical knowledge
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Team player with ability to work well with others
- Ability to work independently, prioritize duties, manage time efficiently, and multi-task
- Ability to use online property management software to obtain maintenance requests
- Must have basic personal tool set

EDUCATION & EXPERIENCE

- High School Diploma or equivalent
- 2+ years residential maintenance or related experience
- 1+ year of experience in multifamily property management preferred
- HVAC/EPA certification desirable

PHYSICAL REQUIREMENTS

- Ability to stand, climb stairs/ladders and walk property regularly
- Ability to stoop, kneel, crouch to complete daily tasks
- Must have the ability to lift items weighing up to 50 lbs.

SCHEDULE AND COMPENSATION

- Monday-Friday 9:00 a.m.-5:00 p.m.
- Compensation is dependent on certifications and experience

To be considered for this position, please send a resume via email to Becky Rexach at beckyr@citycareokc.org. No phone calls please.

