



**Job Title: Maintenance Supervisor**

**Location: Curtis Cofield II Estates New Haven, CT 02517**

**Hours: Part Time 30 Hours Per Week**

**Job Description:**

HallKeen Management has an opening for an experienced and motivated Maintenance Supervisor to oversee all maintenance responsibilities for a newly constructed property located in New Haven, CT.

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 need on site and overseeing vendors working on site, preparing the property for lender, state, and town inspections.

Available for on-call emergencies after hours and weekends is required.

The Maintenance Supervisor 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; providing touch-up paint; changing window screens and glass; providing cosmetic repairs within apartments and common areas; using the necessary safety attire and/or equipment; performing other duties as they arise.

Candidate must have 5 years of property maintenance experience. Candidate should have strong organizational skills with the ability to multi-task and will take ownership of all maintenance responsibilities as they relate to this property. Candidate should 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 to handle service calls and maintain vendor relationships. Candidate should have experience using residential maintenance software, Word, Excel and communicate via email.

The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to DDeRose@HallKeen.com**