



Job Title: Maintenance Supervisor

Location: Durham Hosiery Mill Apartments Durham, NC 27701

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 151 units of project-based Section 8 housing for seniors. The facilities were formerly the largest hosiery mill in the world at the turn of the last century, many unique features have been left in place as it was converted to apartments, and the property is on the NC registry of historic places.

Responsibilities:

The responsibilities of the Maintenance Supervisor are wide-ranging and quite diverse. Maintenance Supervisor will manage 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 work requests from existing residents and office staff; 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; snow removal; participating in rotation of On-call emergencies after hours and weekends using the necessary safety attire and/or equipment; performing other duties as they arise.

Experience:

Candidate must have 3-5 years of property maintenance experience and must have previous supervisory experience overseeing staff. 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. HVAC licensure is required and must be submitted with resume.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please email resume to Donna DeRose at dderose@hallkeen.com