



## **Area Maintenance Supervisor**

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### **ABOUT US:**

360 Management Group, Co. is a 501(c)3, non-profit instrumentality of Elm City Communities (ECC) formed in 2018 to preserve low income and affordable housing in New Haven and its surrounding areas. In collaboration with Glendower, other affordable housing developers, and investors, 360 Management strives to create and maintain vibrant housing communities that enrich and revitalize neighborhoods through community and economic development. 360 Management currently manages multifamily developments subsidized and/or financed with state and federal affordable housing programs such as Low-Income House Tax Credits (LIHTC), Rental Demonstration Assistance (RAD), HUD Moderate Rehabilitation (Mod Rehab), HOME, Project-based and Tenant-based voucher programs.

### **MISSION:**

The organization's mission is to ensure that ECC's affordable housing communities are preserved, to create stable and safe communities, and to provide respectful and professional property management services to residents residing in our communities.

### **POSITION:**

360 Management Group is currently seeking to hire an **Area Maintenance Supervisor!** The role of the Area Maintenance Supervisor is to supervise property maintenance and facilities operations. The Area Maintenance Supervisor is a full-time exempt position and works a 40-hour work week, Monday through Friday, 8:00 a.m. to 4:30 p.m., which will require travel. The Area Maintenance Supervisor is responsible for supervising Apartment Superintendents and reports directly to the Director of Maintenance. This position may require to be on-call during emergencies. Evening and weekend work may be required as job duties demand.

### **ESSENTIAL FUNCTIONS:**

1. Provide direction, guidance, and supervision of maintenance staff within an assigned region or portfolio of properties.
2. Ensure that company maintenance policies and procedures are implemented, and that the performance of maintenance functions are consistently maintained.
3. Serve as a company representative for contractors, investors, residents, visitors, and staff.
4. Coordinate and assist with the training of maintenance staff.
5. Schedule and assist with daily operations for a portfolio of properties.
6. Responsible for making budget recommendations for all maintenance line items.
7. Assist in controlling maintenance expenses and adhering to each property's approved budget.
8. Schedule maintenance contractors in accordance with the requirements of their contracts.
9. Conduct and participate in weekly staff meetings with the Maintenance Department.

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10. Perform various maintenance functions as needed, including repairs that do not require the need for a license in the following areas: electrical, plumbing, appliances, flooring, carpentry, heating/air issues.
11. Schedule and participate in emergency on-call shifts and after-hours maintenance.
12. Monitor inventory and purchases of maintenance supplies.
13. Perform all other related duties as assigned by the Director of Maintenance.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Must have knowledge of trades relating to maintenance.
- Must possess demonstrable electrical, plumbing, and mechanical skills.
- Must have excellent communication skills, both verbal and written.
- Must be cooperative, courteous, and be a team player.
- Ability to work independently without direct supervision.
- Ability to perform manual tasks requiring physical strength and endurance.
- Knowledge of and proficiency in project management and basic office computer software including internet, e-mail, and Microsoft Office.
- Possess a valid Connecticut driver's license.
- Ability to successfully pass a background check, drug test, and a motor vehicle check.

**EDUCATION AND EXPERIENCE:**

- Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described including related building or property maintenance supervisory work experience.
- Must have at least three years supervisory experience in operations, repair, and maintenance of multi-family buildings.
- Designated certifications for property type where required.
- Certified Apartment Maintenance Technician preferred.
- First Aid certification preferred.

**SALARY RANGE: \$61,200.00 - \$65,000.00 depending on experience.**

**APPLICATION AND SUBMISSION:**

Applications and resumes may be sent to 360 Management Group at [jobs@360mgmgrp.com](mailto:jobs@360mgmgrp.com) and/or mailed to 360 Orange Street, New Haven, CT 06511 attention to 360 Human Resources Department. Applications and Job Descriptions can also be picked up from 360 Management Group. Resumes and Applications will be accepted only for positions it is trying to fill. For more information, please call the 203-498-8800 ext.1415. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER M/F/V.**