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## **TANDEM PROPERTIES, INC.**

### **Basic Job Description**

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**JOB TITLE:** MAINTENANCE SUPERVISOR

**Job Summary:** Works with Residential Manager to preserve and protect the physical assets of the company, and to maintain the property in top marketing condition.

**Classification:** Full-time, non-exempt

**Reports to:** Residential Managers

**Supervises:** Maintenance technicians/Groundskeepers, Vendors.

#### **ESSENTIAL DUTIES:**

- Maintenance:
  - responsible for preserving, maintaining and improving the physical condition of the property
  - manage budget and day-to-day operations of site
  - manage and deliver a successful annual Turnover
  - stock and supply inventory of maintenance supplies
  - organize and maintain the workshop area and equipment
  - organize and implement preventive maintenance for the entire property
  - assist with various property inspections by regulatory agencies
- Supervision:
  - carry out supervisory responsibilities in accordance with Tandem's policies and applicable laws. Responsibilities include:
    - training employees
    - planning, assigning and directing work
    - appraising employee job performance and helping to set goals
    - motivating and leading employees as a team
    - rewarding and disciplining employees
    - addressing complaints and resolving problems.
  - complete or delegate daily maintenance requests in a timely manner
  - ensure that staff follows sound safety practices and complies with Tandem safety program
  - emphasize customer satisfaction to staff interacting with residents
- Other
  - provide annual input for Operating Budget and 10 Year Plan items
  - ensure positive resident relations and effective customer service
  - perform other duties as required by Supervisor

**REQUIREMENTS:**

1. Education: High school diploma
2. Experience: 3 years maintenance work experience; apartment experience preferred
3. Competencies:
  - General:
    - Must be organized and motivated
    - Must be able to interact professionally with residents, vendors and regulators
  - Supervisory:
    - Must be able to supervise and motivate a team
  - Administrative
    - Must be able to manage a budget
    - Must be able to maintain inventory of maintenance supplies
  - Maintenance and Grounds
    - Must be able to provide maintenance guidance to staff
    - Must be able to direct the maintenance program of the entire property
    - Must have knowledge of landscape maintenance
4. Other Requirements
  - Must have valid California driver's license
  - Must have current automobile insurance
  - Must be able to answer occasional after-hours emergency calls

**PHYSICAL JOB DESCRIPTION:**

<b>Job Title:</b>	
<b>Typical Working Conditions:</b> (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Outside on apartment complex grounds Inside apartment units In maintenance shop At supervisor's desk
<b>Equipment Used:</b> (List all manual and automated equipment used in the course of performing essential functions.)	Telephone 2-way radio Power hand tools Key making machine Computer
<b>Essential Physical Tasks:</b> (List all physical tasks encountered in performing essential functions.)	Climbing stairs and ladders Lifting small to heavy objects

## Analysis of Physical Demands

**Key** (Based on typical week):

**N**=Never

**R**=Rarely (Less than 1 hour per week)

**O**=Occasional (1%-33% of time)

**F**=Frequent (34%-66% of time)

**C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs				x		Reach over shoulder				x	
11-20 lbs				x		Reach over head				x	
21-50 lbs			x			Reach outward				x	
51-100 lbs		x				Climb			x		
Over 100 lbs		x				Crawl			x		
						Kneel			x		
<b><i>Pushing/Pulling</i></b>						Squat			x		
Under 10 lbs				x		Sit			x		
11-20 lbs				x		Walk-Normal Surfaces				x	
21-50 lbs			x			Walk-Uneven Surfaces				x	
51-100 lbs		x				Walk-Slippery Surfaces		x			
Over 100 lbs		x				Stand				x	
						Bend				x	
<b><i>Driving</i></b>											
Automatic Trans			x								
Standard Trans	x										
<b><i>Other</i></b>											
Keyboard/Ten Key		x									
Fingering (fine dexterity)			x								
Handling (grasping, holding)				x							
Repetitive Motion - Hands			x								
Repetitive Motion - Feet		x									