

## **Job Description – Maintenance Supervisor**

The Elder Edward Buckner, D. D. Miracle Village Complex is currently seeking an experienced Maintenance Supervisor for a position in Tallahassee, Florida. Miracle Village Complex is a 44-unit HUD 202 PRAC Affordable Housing Development. Must have knowledge of mechanical machines and equipment, HUD administration and troubleshooting of systems and repairs is essential for success.

The Maintenance Supervisor is responsible for the upkeep of the facility. The responsibilities include the cleaning of all common areas, monthly and quarterly inspections as mandated, maintain the outer perimeter of the facility, create, complete and maintain work orders and remain on-call for any and all emergency maintenance calls and reports directly to the Residential Manager.

### **Primary Duties and Responsibilities**

- Perform cost-cutting modifications that improve safety and boost machine productivity.
- Troubleshoot systems accurately and repair breakdowns quickly to maintain operating efficiency.
- Maintain the upkeep of the facility, such as sweeping and mopping of all floors three times a week or as needed; spot painting doors, walls, etc.; and repair any damaged borders on the walls.
- Create, complete and maintain work orders efficiently and in a timely manner.
- Conduct monthly, quarterly and weekly inspections as mandated.
- Conduct and maintain fire drills and logs which includes Monthly Inspections of the Fire Extinguishers.
- Maintain the outer perimeter of the facility such as blowing the parking lot, replace damaged gutters and splash pads.
- Monitor and respond to emergency call box system while on site.
- On-call for maintenance emergencies within the facility 24-hours a day
- Conduct and request inventory for supplies needed for maintaining the facility.
- Proven abilities in a wide range of technical skills including dry wall, electrical and air compressors.
- Conduct competitive pricing for cost efficiency of the facility.
- Ensure tenants/guests/visitors abide by existing House Rules and Regulations.
- Report suspicious persons/behaviors to Residential Manager
- Maintain a professional and positive relationship with all facility vendors.
- Greet visitors and direct them in the appropriate destination in a polite manner.
- Weekly inspect the lightning on the floors to determine if they are properly lit and replacement as needed.
- Check the air purifiers on each floor to determine if they are free from dust and whether or not the filters need replacing.
- Contact vendors to schedule all annual inspections.
- Other duties as assigned

## **Requirements**

- Commitment and enthusiasm towards achieving the FL State Primitive Baptist Educational Foundation's mission and vision statements.
- High school diploma, GED or equivalent.
- Ability to work cooperatively and effectively with a diverse group of people.
- Strong oral and written communication skills
- Strong time management skills and ability to multi-task.
- At least 2 years' maintenance experience preferred.
- Experience and understanding of the process and practices for inspections of buildings and properties.
- Knowledge of laws and standards that apply to property management, such as Fair Housing Laws, Landlord-Tenant Law, OSHA Standards, local and state building codes.
- Possession of a valid Florida State Driver's License, a good driving record, and automobile insurance per requirements of the state of Florida.
- Working knowledge of computer software and systems: Email and Internet.

## **Language Skills**

- Ability to read and interpret rental agreements, government regulations, and budgets.
- Ability to write effective business correspondence.
- Ability to effectively communicate information and respond to questions from groups and individuals.

## **Salary**

Negotiable

## **Deadline**

Vacant until filled.

## **HOW TO APPLY**

Visit the Miracle Village website at [www.miraclevillage.org](http://www.miraclevillage.org) and download an employment application or come by Miracle Village. Applications can be mailed upon request. Submit application and a detailed resume outlining your professional work experience, education, and references along with your application to:

Miracle Village  
c/o Maintenance Supervisor Vacancy  
1208 Birmingham Street  
Tallahassee, FL 32304  
(850) 222-0561