



Job description

A Maintenance Supervisor is responsible for the upkeep of the property facilities, including overseeing housekeeping team and scheduling. They are skilled in a variety of areas including plumbing, locksmithing, carpentry, and electrical systems. Duties include responding to repairing breaks, maintaining inventory, and preventative maintenance.

Requirements:

The Maintenance Supervisor must have the ability to install, service, replace, and repair the following items in a responsible and professional manner that meets company standards. These responsibilities include but are not limited to:

Wall molding, caulking, and drywall damage

Skilled with a variety of hand and power tools

Counter tops and cabinets

Window Screens, runners, stripping, curtain bars, and blinds

Irrigation systems

Interior and exterior doors

Electrical circuits, receptacles, breakers, switches and fuses

Light Fixtures

HVAC systems

Appliances such as stoves, and refrigerators, washers, and dryers

Toilets, sinks, vanities and disposals

Pest Control and removal

Gutters down spouts and connecting hoses

Cleaning drains and sewer lines up to 4"

Must be able to operate a golf cart

Dependable, punctual, impeccable attendance record

Accurate, attention to detail, problem solving skills, service oriented

Positive attitude, strong interpersonal and diplomatic skills

Excellent verbal communication skills and interpersonal skills to interact with other employees and guests on the property.

Ability to work outdoors during a variety of weather environments.

Must be able to work on feet for extended periods

Must be able to work a flexible work schedule including evenings, weekends and holidays.

Proof of eligibility to work in the United States