

Position Title: Maintenance Technician Supervisor  
Reports To: Assistant Facilities Manager

Date: April 2025  
Location: Grand Way

**I. Position Summary:**

The Supervisor of Maintenance is responsible for overseeing all day-to-day operations of building maintenance for all CS properties. They supervise the maintenance staff and collaborate with the Assistant Facilities Manager and Housing Managers regarding site needs in order to maintain quality housing for residents.

**II. Principal Responsibilities:**

**1. Supervise maintenance staff.**

- a. Hire, discipline, evaluate, train and coach staff.
- b. Prepare staff evaluations and meet with staff on a quarterly basis.
- c. Review and approve timesheets, time off requests and determine staff schedule.
- d. Schedule daily job duties for maintenance staff.
- e. Collaborates with department supervisors to coordinate staff meetings and keep employees informed of CS information.

**2. Oversee building and grounds maintenance for all CS properties.**

- a. Monitor that all CS properties have appropriate “curb appeal” for residents and others visiting the properties (landscaping, paving, building paint, building fixtures, general cleanliness).
- b. Inspect buildings and grounds on a regular basis to ensure all properties meet CS standards.
- c. Maintain awareness of and ensure all properties meet HUD regulations.
- d. Consult with Assistant Facilities Manager to implement corrective work plan as needed.
- e. Other duties normally associated with facilities maintenance.

**3. Perform necessary repairs and troubleshoots issues.**

- a. Perform regular maintenance tech duties and urgent repairs such as clogged drains and no heat complaints as needed.
- b. Troubleshoot heating plant and initiate necessary corrective action.
- c. Actively participate in the clean up of floods or other major damage in consultation with supervisor and/or upper management.
- d. Manage appropriate supply inventory at each location.
- e. Negotiate inventory pricing and review periodically.

**4. Mentor on necessary repairs and troubleshooting issues.**

- Available to answer questions and guide staff through urgent repairs such as clogged drains and no heat complaints.
- Available to troubleshoot maintenance related issues.
- Oversee the direct clean up of floods or other major damage.
- Work as assigned to repair/replace major building systems.

### **III. CSC Standards of Conduct:**

- a. Demonstrates a commitment to the mission and values of CS.
- b. Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- c. Protects the privacy and confidentiality of information related to residents, families, staff and general CS operations.
- d. Communicates a positive image about CS to the community.
- e. Conducts themselves in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- f. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- g. Maintains a professional appearance that is appropriate for their position.
- h. Reports to work on time, provides advance notice for time off, completes timesheets accurately and appropriately manages CTO time.
- i. Demonstrates a commitment to integrity in work habits and use of CS resources.
- j. CS's mission and operations require that an employee is prepared to perform duties as assigned that may be outside of their principal responsibilities.

### **IV. Minimum Qualifications:**

Must possess a high school diploma and at least 5 years of relevant maintenance experience including heating, electrical and plumbing skills, painting, floor care, and janitorial work. Must possess a valid driver's license, dependable vehicle and clean driving record. They must be able to travel to property sites. Prior supervisory experience and computer skills in MS Word and Excel are required.

### **V. Working Conditions and Physical Demands**

- a. This position requires considerable walking, lifting (routinely lift 60 pounds), bending stretching and squatting.
- b. Their work will consist of office and field work.
- c. They will be working on construction sites, near heavy machinery and in confined spaces.
- d. Responds to emergency situations as needed.
- e. Weekend and/or off-shift hours are a required component of this job.
- f. May fill in for direct reports as needed.

**Employee Name (printed)** \_\_\_\_\_