

JOB TITLE: Maintenance Team Lead
REPORTS TO: Property Manager

PRIMARY RESPONSIBILITY

Be available to support and assist property maintenance staff by providing training, assisting in completing work orders, conducting property inspections, opening a new property, overseeing capital improvements and helping out as needed.

ESSENTIAL DUTIES and RESPONSIBILITIES

- ✓ Travel to assigned property each day; may include multiple properties
- ✓ Assist in make-readies and completing work orders as needed, where needed
- ✓ Conduct shop inspections and quarterly inspections on properties
- ✓ Conduct Preventive Maintenance Inspections on commercial properties
- ✓ Perform maintenance on commercial properties
- ✓ Train and educate onsite maintenance staff in HVAC and maintenance related tasks as needed
- ✓ Assist in installing HVAC equipment, key systems, and furnishings as needed, where needed
- ✓ Act as part of an inspection team in advance of TDHCA, UPCS, and REAC inspections on properties where occurring
- ✓ Attend training as requested
- ✓ Be available for extra tasks associated in opening a new property
- ✓ Be on call for the commercial properties and residential properties as needed
- ✓ Oversee the performance of capital improvements as assigned
- ✓ Will oversee the maintenance of the Daffodil Apartments
- ✓ Performs other tasks assigned by supervisor.

REQUIREMENTS

Maintenance Team Lead: Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations. May determine methods and procedures on new assignments and may provide guidance to other nonexempt personnel. 10-15 years of practical experience with demonstration of required skills. Make-ready experience helpful with advanced knowledge of pools, plumbing, electrical, etc. Fair housing training and certification for Apartment Maintenance Technician preferred. Additional Certifications (i.e. HVAC) typical. Must have knowledge of OSHA requirements. Drywall and painting experience may be required for smaller properties.

PHYSICAL DEMANDS

While performing the duties of this job, the following functions are required:

CONSTANTLY: standing/walking, bending/stooping/squatting, pushing/pulling, grasping/gripping, reaching above the shoulder, climbing, lifting between 0 and 25 pounds.

FREQUENTLY: coordination of hand/eye/foot, finger dexterity, lifting between 26 and 50 pounds.

OCCASIONALLY: lifting over 100 pounds.

Interested candidates should send their resumes to martha.villarreal@foundcom.org