



JOB ADD POSTING

Job Title:	Maintenance Supervisor	Job Code/ Req #:	2006
Location:	Ponte Vedra, Florida	Travel Required:	No
Salary Range:	\$20.00-\$22.00	Position Type:	Full Time
HR Contact:	Schreka McKinney		
Date posted:	10/11/2011	Posting Expires:	Until Filled
External posting:	Yes		
Internal posting:	No		
Applications Accepted By:			
Fax or E-mail:			
(404) 745-0055 or hr@condominiumconcepts.com			
Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
<p>ROLES AND RESPONSIBILITIES</p> <p>Supervisor is responsible for maintaining the physical integrity of the community at all times through his/her own personal efforts and managing the work performance of others. Conducting all business in accordance with company policies and procedures. Being knowledgeable of all federal, state and local laws. Always ensuring that all safety guidelines are being met to include but not limited to OSHA, Fair Housing, ADA. Large community requires: STRONG personal work ethic, exceptional organizational skills, proper planning and maintaining required inventory while operating within budget, professional communication skills, diagnosis of repairs and completing required repairs as often as possible in house. Will answer after hours emergency calls and rotate weekend coverage every 3 weeks.</p>			
<p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>*CPO CERTIFIED</p> <p>*HVAC CERTIFIED</p> <p>*VERIFIABLE COMPARABLE WORK EXPERIENCE</p> <p>*HIGH SCHOOL DEGREE, ADDITIONAL TECHNICAL DEGREES/CERTIFICATIONS AND TRAINING</p>			
<p>PREFERRED SKILLS</p> <p>Maintenance of Pools (heated and spas), Strong working knowledge of Plumbing issues, Some Electrical experience, additional Notes</p>			
Reviewed By:	Michelle Valentino	Date:	10/11/2011
Approved By:	S McKinney	Date:	10/11/2011
Last Updated By:		Date/Time:	