

## **FLOATING MAINTENANCE SUPERVISOR**

**Who We Are:** Redwood Communities, Inc. ("Redwood Communities"), an affiliate of Redwood Housing, is a multifamily property management organization that manages affordable housing communities throughout the country. To date, Redwood Communities has assembled a best-in-class team that currently manages a growing portfolio of properties and has built strong working relationships with government agencies and leading non-profit organizations to raise the standard of living for our communities.

### **Location:**

Ability to travel to properties as needed throughout Seattle portfolio.

### **Responsibilities:**

- Provide direction or support to maintenance techs on site.
- Receive and complete requests for maintenance in apartment units, common areas, or to the exterior of buildings.
- Complete daily walks of property with maintenance techs.
- Enter, review and schedule work orders.
- Repairs may include but not limited to interior and exterior painting, sheet rock repairs, electrical repairs, minor appliance repairs, plumbing and moving furniture and assist with pest control.
- Work with community manager to ensure vacant units are ready for re-rent within 14 days.
- Develop and implement preventive maintenance for equipment and systems.
- Understand the functions of fire control, water, and other building systems. Routinely observe these systems to determine that they are working properly.
- Conduct regular ground maintenance to ensure a pleasant curb appeal.
- Complete interior and exterior janitorial duties.
- Purchase supplies, equipment, or services, to meet routine maintenance needs

### **Qualifications:**

- 5 years' experience as a maintenance supervisor.
- High energy team player that is a self-starter that can work proactively with limited supervision.
- Demonstrates strong ethics and integrity.
- Ability to work with a diverse population in a residential environment.
- Exceptional communication skills, both written and verbal.
- Strong customer service.
- Experience working with computers such as Microsoft Outlook, Word, and Excel.
- Understand custodial and maintenance manuals and apply the concepts.
- Assess maintenance emergencies and make judgments about appropriate immediate and longer-term responses.
- Experience performing general maintenance tasks at multiple locations.
- Valid drivers license and ability to drive a vehicle up to 20 feet.
- Ability to lift loads not normally exceeding 50 pounds.

### **What We Offer:**

- Competitive salary range: \$35hr + \$1000 sign on bonus
- Incentive bonuses based on individual and Company performance.
- Top tier health, dental, and vision benefits.
- 401(k) with Company matching.
- Life and disability insurance.
- Paid time off.

