

November, 2005

POSITION TITLE: **PROPERTY SUPERINTENDENT**
DEPARTMENT: **Property and Asset Management**
REPORTS TO: **Director of Property and Asset Management**
 Work assigned by Site Managers
SUPERVISES: **Assigned Maintenance Personnel**

PURPOSE: Responsible for maintaining condition and appearance of assigned properties; ensuring all work orders and other maintenance needs are serviced both timely and effectively, within and in accordance to the high standards expected for VSHA managed properties and within approved budgets.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Undertakes maintenance and repair work which could include carpentry repairs on elements such as doors, hardware, windows, walls, flooring, roofs and gutters; drywall to include taping, mudding and painting; as well as routine repairs to building systems such as plumbing, electrical and heating.
2. Handles emergency maintenance calls.
3. Cleaning and upkeep of all indoor/outdoor common and maintenance areas, ensure common area lights are routinely checked and replaced as necessary; be aware of potential safety problems; and as appropriate, make any necessary corrections or alert supervisor.
4. Painting of hallways and other common areas. May perform vacancy unit painting.
5. Unit cleaning and preparation for re-occupancy. May perform weekly cleaning of hallways, common areas and laundry rooms; and cleaning of exterior windows as needed.
6. Grounds maintenance which may include mowing, trimming, edging, mulching, pruning, planting, snow shoveling, salting and sanding of walkways, stairs and mailbox areas; trash pickup, and repair of site features, etc.
7. Address safety issues, as necessary and ensure work is performed in a safe and workmanlike manner, with personnel utilizing safety gear and equipment at all times; inspect and maintain all safety equipment, such as fire extinguishers, emergency lights, smoke alarms, first aid kits, etc. per VSHA's Health and Safety Program.
8. Conducts annual inspections to ensure that units meet high quality standards; generates work orders as necessary for repairs.
9. Coordinate and supervise or inspect service work of assigned maintenance personnel and of others which may include snow removal, painting, flooring, landscaping, rubbish removal, repair work, etc.
10. Property maintenance record-keeping; and preventative maintenance.
11. May perform snow plowing of driveways and parking areas.
12. Performs related work as required or assigned.

ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. High School Diploma, GED, or equivalent in the building construction trades.

Experience:

1. Minimum three years in maintenance, repair work or construction work.

Skills and Abilities:

1. Must possess a good work ethic and take pride in work and in the appearance of properties. Should be able to plan, initiate and complete work timely and accurately with minimal supervision and exercise good judgment in its execution.
2. Organizational skills necessary to maintain effective reporting and record-keeping systems.
3. Considerable knowledge of methods, practices, tools, and materials used in building and mechanical maintenance and repair work.
4. Ability to understand and work within budgets, estimate materials and to order and control material use.
5. Ability to perform physical maintenance operation of the property.
6. Technical and mechanical ability to perform tasks associated with all areas of general maintenance, as described above.
7. Must be reliable, dependable, and able to handle routine and emergency situations in a logical, level-headed manner and respond in a timely manner.
8. Ability to develop work plans and supervise assigned maintenance personnel.
9. Strong interpersonal skills; must exercise a high degree of confidentiality; and have the ability to communicate effectively and work well with residents, on-site personnel, contractors, co-workers, supervisors and the general public.

Certifications/Registrations/Licenses:

1. Must possess a valid driver's license, dependable private means of transportation, and carry automobile liability insurance of at least \$50,000.
2. If assigned snow plowing responsibilities and utilizing own equipment, must provide certificate of insurance indicating such service and carry VSHA as an additional insured.

Working Conditions/Physical Demands:

1. Depending upon properties assigned, may be Limited Services and/or work 20-40 hours per week.

2. Snow plowing responsibilities, plowing will be considered regular work and not an emergency or call-out.
3. Must be able to report to work as required, and adhere to VSHA work schedules, rules and regulations.
4. Must be able to respond to emergencies at odd hours and be reachable by telephone and/or beeper unless other response arrangements have been made with supervisor.
5. Must be able to move appliances and lift up to 100 pounds, up or downstairs.
6. Must be able to work off step or extension ladders or on roof.
7. Regularly exposed to potentially hazardous environments.

Tools, Equipment and Supplies Required:

1. Must possess own hand tools.
2. Snow plowing responsibilities may require own removal equipment.

Tools, Equipment and Supplies Used:

1. Maintenance hand and power tools, ladders and lawn equipment, as needed.
2. Snow removal equipment.
3. Beeper.
4. Hazardous chemicals and appropriate safety equipment.

PAY CLASSIFICATION: 6