



Job Opening for Service Supervisor at Estates at Horsepen Richmond, Virginia

Qualifications & Abilities

The ideal candidate will possess the following qualities:

- ✓ Minimum of three years' experience in property maintenance or equivalent field
- ✓ Prior supervisory experience preferred
- ✓ BS or AS degree preferred
- ✓ Must hold Type I and Type II HVAC/CFC certifications
- ✓ Knowledge of HVAC systems, small appliances and high-pressure systems
- ✓ Knowledgeable of all government laws and regulations pertaining to the safety and maintenance of residential facilities and to the workplace
- ✓ Certified and/or skilled in the safe use of tools & equipment used for general maintenance and repairs
- ✓ Experience estimating maintenance and repair costs preferred
- ✓ Team Player

Areas of Responsibility

The Service Supervisor is responsible for the effective and safe maintenance of the facilities, grounds, and equipment in accordance with relevant regulations, company standards, and budgetary guidelines.

- ✓ Implementation of safety guidelines and procedures
- ✓ Complete and/or delegate service requests and maintenance tasks to maintenance department associates
- ✓ Provide/coordinate staff training in all areas
- ✓ Monitor inventory control system
- ✓ Provide new associate orientation and annual performance reviews
- ✓ Monthly and quarterly reporting responsibilities
- ✓ Proof of a valid Virginia driver's license, an acceptable DMV record, and liability insurance required
- ✓ Hours: 40 hours per week, weekends as circumstances warrant, on-call for emergencies

Above is a brief outline of job duties and is not intended to be all-inclusive.

If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes to Tiffany Previs, Human Resources Department, at the following address, email, or fax number by Monday September 24th, 2018

*Gumenick Properties
Attn: Tiffany Previs
P. O. Box 17038
Richmond, VA 23226*

*Fax#: (804) 521-5360
Email: tprevis@gumprop.com*