



Roving MAINTENANCE SUPERVISOR

REPORTS TO: Area Manager

Work Schedule: Monday-Friday, 40 hours per week

PAY RANGE: \$26-32 per hour

BENEFITS: Medical, dental, vision, retirement, long term disability, vacation & sick leave

POSITION TYPE: Management / Exempt

The Roving Maintenance Supervisor will be primarily responsible for conducting routine, preventative, and emergency repairs.

Requirements:

General:

1. Serve as a field representative of the maintenance department of LIHI.
2. Represent LIHI in a professional manner as reflected by personal appearance, attention to detail, jobsite cleanliness, customer service and safety.
3. Document and record all work, purchases, travel, accidents, and any other related items in a timely, professional manner.
4. Participate with other maintenance personnel in a plan for sharing on-call duties. This will include evening/weekend emergency pager responsibilities for the department.
5. Roving duties as assigned.
6. Must be able to work well, meet deadlines, and complete work projects with minimal supervision.
7. Must be able to work independently and with others well.

Technical:

1. Perform regularly scheduled, turnover and emergency maintenance tasks on properties including, but not limited to inspections, carpentry, drywall repair, interior and exterior painting, electrical work, appliance troubleshooting & repairs, plumbing work, finish carpentry, framing, changing lock cylinders, removing/installing locks & associated hardware, and general handyman duties.
2. Perform construction and other special projects as needed including but not limited to renovations, remodels, concrete and brick work, siding and roofing, electrical line upgrades, and plumbing repairs/upgrades.

3. Maintain all mechanical equipment in good serviceable condition.
4. Maintain property grounds and landscaping.
5. Assist the development department with punch lists, due diligence, walk-throughs, warranty work, and special tasks as needed.
6. Utilize PPE equipment and follow PPE protocols.
7. Clean up and maintain work areas regularly and appropriately including the maintenance shop area and storage areas.
8. Flex work hours depending on scheduled daily tasks, vendor appointments, inspections, or special projects.
9. Complete work in a timely, professional, and proper manner.
10. Perform regular janitorial duties including but not limited to daily cleaning of the common areas, cleaning up any trash on the grounds, blowing curbs, and ensuring all trash & recycling receptacles are prepared for weekly pickups.

Managerial:

1. Coordinate bids on large projects and supervise subcontractors as needed.
2. Evaluate properties for proactive maintenance needs, developing an active ability to recognize problem areas while they are still manageable.
3. Meet regularly with property managers to encourage clear communication and teamwork.
4. Assist in tracking the budget.
5. Record all inspections and related maintenance on appropriate forms in an accurate and timely manner.
6. Prioritize all work to minimize vacancy loss, prevent property damage, and provide service to residents.
7. Order all supplies and equipment as needed within the maintenance budget.
8. Proficiently utilize online software including but not limited to scanning & attaching receipts, code credit card charges, generate reports for credit card charges, generate reports for mileage reimbursements, and submit monthly reports on time.
9. Engage in online trainings including but not limited to Grace Hill and comply with training deadlines.
10. Daily engagement with reviewing and responding to work emails.
11. Daily check-ins with property Area Manager and Property Manager.
12. Provide training to staff responsible for maintenance, janitorial, and onsite duties as needed.
13. Communicate with others in a professional, courteous, and appropriate manner.

Qualifications:

1. 4 years' experience in building maintenance including carpentry, electrical, and plumbing. Must be knowledgeable in repairs of doors, walls, floors, plumbing, light fixtures, appliances, locks, etc.

2. Experience working with a diverse population.
3. Excellent communication and interpersonal skills.
4. Regular access to a vehicle and general maintenance tools.
5. Proficiency in MS Excel, MS Word, Google Docs/Sheets, and company e-mail at an intermediate level for time sheets and other monthly reports.
6. Must pass criminal background checks and drug screening test.

Preferred Qualification: Washington State Labor and Industries 07-B Residential Electrical Maintenance Certification.

New hires must be fully vaccinated against COVID-19 by their start date; except where accommodations are required by law. Proof of COVID-19 vaccine is required unless an accommodation is made.

The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply. LIHI participates in the e-verify system.

About us:

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.