

ISSAQUAH HIGHLANDS COMMUNITY: Maintenance Supervisor AD

Maintenance Supervisor Position Details:

This is a rare opportunity to be part of the operational side of the largest HOA in the state of Washington. We are seeking a qualified person who can lead the maintenance division, support the team, and provide exceptional customer service to our community and its residents.

- Full Time / Non-Exempt M-F (Some on-call and after-hours work)
- Reports to the IHCA Executive Director
- Salary starting at \$75k, D.O.E.

Your Responsibilities:

- Minimum Qualifications: Positive attitude and team player, bilingual is a plus.
- Provide regular status updates to the Executive Director.
- Take initiative to act with minimal supervision.
- Assesses repair needs and estimated time needed for repair (including evaluating problems to determine whether professional assistance or further instruction is needed to complete task/repair).
- Performs maintenance replacement and repair in areas of carpentry, electrical work, plumbing, mechanical, painting, flooring, and other minor repairs.
- On call availability for emergencies and projects as assigned.
- Promptly respond to emergencies; coordinate with other responders to ensure the safety of the community.
- Perform minor and major repairs of common area buildings and equipment as needed, document for follow through with appropriate work order system and inform supervisor when appropriate.
- Conduct minor repairs on ground level lighting or lighting that can be reached with a 6-foot ladder.
- Conduct onsite property inspection regularly to ensure risk exposures.
- Perform various preventative maintenance functions.
- Records and evaluates preventive maintenance activities and programs. Follows safety procedures and maintains a safe work environment.
- Prepare and adhere to annual budgets, reserve studies, and account payable, compliance.
- Attend board, staff, committee and community events as requested.
- Be professional, courteous and pleasant to residents and teammates.

Skills & Qualifications:

- Maintain a valid state-issued driver's license and be able to drive fleet vehicles and operate heavy machinery such as a tractor, Kubota or plow.
- High school diploma or equivalency preferred. Maintains current knowledge in the field of maintenance repairs and replacements.

- Bilingual preferred, but not required.
- Requires a minimum of three (3) to five (5) years general experience in building trades, repair and replacement maintenance or handy work.
- Ability to follow verbal and written directions, keep accurate records, fill work orders and journals, and perform administrative operational functions.
- Effective written and verbal communication skills.
- Strong customer service, communication and interpersonal skills required.
- Ability to operate a variety of hand and power tools, including drills, power washer, and other tools used in building maintenance.
- Knowledge of methods, materials and equipment regularly used in general maintenance and repair work.
- Proficiency and working knowledge of Microsoft offices applications - Word, Excel spreadsheets, and e-mail Yardi software a plus.
- Supervisory experience a plus for under 4 employees.

Physical Requirements:

- Ability to lift to 50 pounds following appropriate safety procedures.
- Work in an upright standing position for long periods of time; be able to reach overhead; have full range of mobility in upper and lower body.
- Be able to work in various positions, including but not limited to stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time, climbing stairs, navigating the property/building quickly and easily as required to meet the job functions.
- Climb ladders and work at heights above ground.
- Ability to work in different environmental working conditions (e.g., heat, cold, wind, rain, humidity).
- Repeat various motions with the wrists, hands, and fingers.
- Be able to lift, pull and push materials and equipment up to 50 pounds occasionally to complete assigned job tasks.
- Communicate, receive and exchange ideas and information by means of the spoken and written word.

What We Offer:

As a full-time non-exempt employee, you will be eligible for full comprehensive benefits to include medical, dental, and vision plans. In addition, you will be eligible for paid holidays, sick time, FSA, and a 401k with up to a 5% company match. Occasional travel may be required to attend training and other company functions.

Issaquah Highlands is an equal opportunity, E-Verify employer. Applicant must have valid work documentation.

Interested and qualified applicants are invited to email Barbara Hendrikse at Barbara.h@ihcommunity.org.