

# Maintenance Supervisor

[APPLY](#)

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POAH Communities is an exciting and highly entrepreneurial organization committed to community development and to preserving affordable rental housing. We are seeking a highly qualified individual to serve as **Maintenance Supervisor at The Asberry in Washington, DC**. The Asberry, located at 1200 Sumner Road SE, will have 108 affordable homes for seniors, and is the first on-site building for the Barry Farm Redevelopment Project. It will contain 108 rental units, 5,096 square feet of retail space, along with many resident amenities.

## RESPONSIBILITIES

- Support the Property Manager (PM) by repairing and maintaining the physical conditions which meets building codes and those standards imposed by HUD and other housing regulatory agencies/ commissions.
- Ensure that work orders are managed through the Yardi software system and that they are completed within 24 hours of submission.
- Ensure that systems are in place or created to maximize resident and employee safety and health, and to preserve the physical assets.
- Manage resident relations / customer inquiries with the highest degree of professionalism.
- Seek opportunities to enhance communications and to build collaborative relationships with Regional Property Supervisor, fellow colleagues, Maintenance Technicians and vendors.

## QUALIFICATIONS/REQUIREMENTS

Reporting to a Property Manager, the successful candidate will thrive in a team oriented environment and should possess the following:

- Three – Five years of direct experience (minimum) in property management and related fields (construction and acquisition/renovation).
- Some Post High School Education, Apprenticeship, or Supervised Technical Training Preferred
- Demonstrate ability and expertise in making electrical, plumbing, and carpentry repairs related to the general maintenance of a multifamily community.
- Successfully manage preventative and reactive maintenance obligations.
- Experience in managing vendor relationships for projects and routine maintenance, a plus
- Proficiency in the use of computers and mobile devices including Microsoft Outlook, Word, and Excel and Yardi financial reporting software.
- Confidence in creating effective solutions for how to deal with challenges or problems.
- Knowledge of HUD regulations, forms, inspection criteria/processes and the low income housing tax credit program as they relate to physical assets and customer service.

- Must have a valid Driver's License and automobile insurance coverage as use of personal vehicle will be required.
- Availability to work periodic flexible hours and overtime as will be required.
- Ability to travel by plane and automobile may be required.
- Must be able to perform the following duties 66-100% of the time: be on feet, bend/stoop/squat/kneel, climb stairs, push/pull, reach above shoulder, climb ladders, grasp/grip/turn, finger dexterity, lift/carry up to 75lbs, be able to read and understand maintenance forms and warning labels.

### **BENEFITS AT POAH COMMUNITIES**

At POAH Communities, we prioritize the well-being of our employees and their families. We're committed to offering a comprehensive range of rewards and benefits tailored to your diverse needs. Our package includes:

- An Extensive Benefits Package Including PPO Medical, Vision, and Dental Insurance
- Generous Time Off: 15 Days of PTO and 2 days of Personal Time in the First Year Plus 11 Paid Holidays
- Competitive 401(k) Matching, up to 4% of pay
- Wellness Program
- Flexible Spending Accounts for Medical, Dependent Care, Transit and Parking
- Tuition Reimbursement Program
- Employee Referral Incentive Program
- 12 Weeks of Paid Parental Leave
- Bereavement Leave
- Jury and Witness Duty Leave
- Company-Provided Life and Accidental Death & Dismemberment Insurance

Our salary structure is competitive and reflects individual experience. POAH Communities embraces equal opportunity employment and values workforce diversity. For additional details, please visit our website at [www.poahcommunities.com/careers](http://www.poahcommunities.com/careers).

### **ABOUT US**

POAH Communities is a mission-driven organization dedicated to building and improving communities. Beyond providing safe, comfortable, and affordable homes, we believe that well-managed housing can empower residents and serve as a platform for their success.

POAH Communities specializes in the professional management of affordable multifamily housing and currently manages over 13,000 affordable housing apartments in Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, Ohio, Rhode Island, and Washington, DC. POAH Communities has over 500 employees and is part of the Preservation of Affordable Housing, Inc. ("POAH") family.