

Job Posting

Title: Maintenance Supervisor

Company: CaraCo Property Management

Location: Deerfield Beach, FL

Status: Full Time

Join us at CaraCo Property Management, a family-owned successful business that is seeking a dedicated team member like you to join our team! At CaraCo, we pride ourselves on ensuring we take care of our team members and customers.

Key Responsibilities

- Supervise contractors.
- Obtain purchasing quotes from maintenance contracts.
- Coordinate and schedule maintenance and repairs assigned by property manager and the Operations Manager.
- Approve purchases for maintenance and repairs, to a maximum of \$2,000 per item, and subject to purchase order procedures.
- Make recommendations to the Operations Manager about new contractors.
- Maintain all tools and equipment in good working order.
- Recommend purchases of goods and equipment.
- Monitor the maintenance and upkeep of all mechanical equipment.
- Recommend the repair or replacement of any interior and exterior areas needing attention.
- Repair and alter the interior and exterior of the residential buildings, including demolition, framing, drywall, painting and cleaning.
- Repair and adjust electrically driven equipment such as refrigeration and air conditioning units, laundry machinery and kitchen equipment.
- Repair and alter windows, doors and locks.
- Repair plumbing fixtures and maintain hot water tanks.
- Exercise judgment in assessing excessive water damage and contact emergency supports such as the property manager, maintenance technicians, contracted vendors and the Operations Manager.
- Prepare and implement preventive maintenance schedule for all buildings, fixtures, machinery, furnishings and equipment, including repairing, adjusting, tightening, oiling, greasing, caulking, gluing, screening, and cleaning.
- Complete preparation for sub-contractors to complete contracted work, and meet all sub-contractors.
- Complete assigned landscaping and trash removal.

Skills

- Must have skills and knowledge of several trades, such as carpentry, drywall, plumbing, HVAC, painting, electricity, appliance repair and building maintenance mechanics.
- Must have own reliable transportation and drive between building locations regularly.
- Client services oriented and able to deal with tenants/clients in an understanding and professional manner.
- Communication skills and able to follow written and oral instructions.
- Team player.
- Attention to details.

Education and Experience

- Minimum high school diploma or equivalent education; college diploma or vocational training preferred.
- Minimum three years' related experience in a similar building maintenance lead role.
- Universal or Type II License by Environmental Protection Agency to handle refrigerants, and to repair and maintain refrigeration and air-conditioning systems.
- Valid Florida driver's license.
- Bilingual or trilingual in English, Spanish and Portuguese is a plus.

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.