

## Job Description

<b>Job Title:</b>	Janitorial Superintendent
<b>Reports To:</b>	Chief Operating Officer/Director of Maintenance
<b>Location:</b>	In- Person, Onsite Presence. With minimal travel to Middletown and Warwick
<b>Summary:</b>	Coordinate and complete day-to-day site preventative maintenance, building cleaning, and resident work order repairs.
<b>Responsibilities:</b>	(Including, but not limited to)
<b>Salary:</b>	\$16/hr - \$18/hr

### Reporting & Maintenance

- Meet daily with site property manager to plan out daily and weekly activities
- Maintain professionalism and open communication with the site manager and maintenance director.
- Adhere to, ensure, and communicate the company's code of ethics and policies are followed
- Complete weekly and monthly reporting schedules.
- Ensure proper coverage of operational hours when off site.
- Review and report weekly work order status, monthly inspections, laundry room status, and quarterly inventory.
- Responsible for addressing all residents and site maintenance concerns timely.
- Required to reside on-site and provide 24/7 emergency services.
- Complete unit turnovers within 1-3 days
- Complete routine community inspections of the buildings, common areas, and supply closets (interior and exterior) to ensure curb appeal is maximized and all items requiring corrective measure are resolved timely.
- Identify property challenges and implement creative solutions that will mitigate risk, reduce operational inefficiency, and potentially reduce liability or deferred maintenance.
- Assist with managing vendor relations
- Handle maintenance phone inquiries, requests, and emergencies.
- Responsible for the daily building and grounds maintenance, care and operation, including upkeep of all common areas, and overall facilities.
- Additional cleaning and maintenance duties may be assigned as required.

## Qualifications

- Residential maintenance experience **PREFERRED**, including on-site experience.
- Demonstrated strategic thinking skills.
- Ability to develop rapport with residents and staff.
- Written and verbal communication skills.
- Flexibility and high tolerance for change.
- Organization skills.
- Valid NYS Driving License
- Hands-on or cumulative work experience may substitute for formal training or certification.
- Bi-Lingual (English/Spanish) preferred but not required.
- CERTIFICATES, LICENSES, REGISTRATIONS None Required
- PHYSICAL DEMANDS Must be able to lift 0-80-lbs.

### **Acknowledgement & Disclaimer:**

I acknowledge receipt of the **Janitorial Superintendent** job description for Devon Management Corp., which supersedes all prior verbal and written communications regarding this role.

I understand this is a full-time, exempt, in-person position that may require night or weekend hours. I have read and understand the job description and agree to perform my duties accordingly as a condition of employment.

This job description serves as a general guide and may not fully reflect the specific duties of my work location. The hiring manager may modify it by striking out duties and initialing changes or by attaching an addendum with specific adjustments. Before acting on this job description, I will consult with the Director of Operations or Human Resources.

I understand this job description does not create a contract of any kind between Devon Management Corp. and me. If I have any questions or concerns regarding the position, I will consult my immediate supervisor or the Chief Operating Officer for clarification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_