



Doran Companies has a great opportunity for a **Maintenance Supervisor** to join our team in Brooklyn Park, MN at 610 West.

If you relish the role of troubleshooter – and have a knack for solving mechanical challenges – our service tech position will keep you happily on your toes. There's no boredom with this job, as your varied duties as the key support to our service manager includes keeping your community operating smoothly and according to safety standards while ensuring the timely and accurate fulfillment of all service requests and repairs. You will take ownership and manage your expenses effectively and within guidelines, including materials, tool purchasing, and vendor submissions under management supervision. Your role is essential for maintaining our high level of customer service as well as the cleanliness and marketability of the community to renew and secure new leases.

Be part of a talented maintenance team that takes pride in serving our residents. Ideal candidates will have previous maintenance experience in the multi-family industry. Doran Companies offers competitive pay and benefits.

RESPONSIBILITIES:

- Works with the Community Manager in managing all maintenance related and capital improvement activities.
- Supervises maintenance team in order to achieve operational goals of the property. This includes employee training, instructing and advising on-site staff of employee procedures and guidelines.
- Initiates, performs and oversees maintenance projects.
- Must be a "hands on" maintenance person.
- Fulfills resident repair requests as needed. This includes plumbing, electrical, drywall, lock changes, light carpentry, heating, air conditioning, appliance repair, etc.
- Coordinates and assists with apartment turnovers.
- Assists with maintenance of common areas (indoor and outdoor) as needed.
- Maintains community appearance and ensures repairs are noted and completed on a timely basis. This requires regular community inspections and tours.
- Assures quality and quantity of market ready apartments.
- Develops and maintains relationships with vendors, negotiates pricing and processes invoices.
- Assists Community Manager in carrying out the implementation of various policies, standards, procedures and programs relating to the overall maintenance and upkeep of the property.
- Ensures compliance with all company, local, state and federal safety rules.
- Ensures that unsafe conditions are corrected in a timely manner.
- Reports all liability and community incidents to the corporate office immediately. Ensures that all workers' compensation claims are reported and proper paperwork is completed.
- Maintains a positive customer relations attitude.
- Complies with all Federal and Local Fair Housing regulations and ordinances.

EDUCATION AND EXPERIENCE:

- HVAC and EPA licenses required
- Mechanical and Building Maintenance Experience including Electrical
- Weekend availability required
- HVAC experience required.
- CPO Required
- Experience in managing vendors and working with teams
- Strong computer skills, as well as, written, verbal, and communication skills
- Able to lift 50lbs or more
- High school diploma required.

EXCELLENT BENEFITS FOR REGULAR FULL TIME EMPLOYEES INCLUDE:

- Paid time off
- Rent discount
- Medical, dental, vision insurance offered
- Life, disability insurance
- 401(k) Savings Plan

Doran Companies is an Equal Opportunity Employer