

Enterprise Property Management Job description-Maintenance Supervisor

- To manage workflows for homeowners and help explain the work which needs to be performed at properties as maintenance is noted and estimates
- To make sure that maintenance is performed in a timely manner
- To continually audit maintenance to insure it is ordered and scheduled properly
- To visit properties to view maintenance during times of large scale or multi step maintenance and to address tenant concerns
- To take maintenance follow up pictures and record to our reporting systems and report to homeowner
- To obtain homeowner permission for larger level work
- To obtain homeowner payment for larger scale work via our system
- To regularly follow up with work order lists to better manage work flows and processes
- To manage maintenance communication systems and software

- Requirements- experience in operating maintenance software, excellent communicator, competent with information systems and recording and reporting,
- Experience in general contracting and maintenance and reporting/ explaining work required or performed to homeowners/ decision makers,
- Capable of multitasking/ balancing a combination of office work, field work and electronic devices both in office and in the field,
- Temperament which advises homeowners on work required at property and ability to convince them to perform the work which is needed
- Capacity to maintain vendor relations
- Ability to make decisions on behalf of company as to which vendors are most appropriate to use and ability to make decisions for The company, with homeowner approval, on which vendors and type of work should be performed
- Track work orders and follow up with vendors to assure timely
- Ability to direct people
- Knowledge of maintenance systems

Contact Aaron Ivey at 901/675-1015