

Lead Maintenance Person

DEPARTMENT: Maintenance

POSITION SUMMARY

The Lead Maintenance Person is responsible for the maintenance and repairs of minor electrical, plumbing, and mechanical equipment. Responsibilities include trouble-shooting heating and air conditioning malfunctions, minor remodeling and carpentry work. Maintains a high degree of interpersonal skills with residents and vendors. The Lead Maintenance Person is also responsible for scheduling shifts, job assignments, training and evaluating maintenance staff, and for the follow-up and completing of projects to ensure the highest level of quality is maintained at the Village.

POSITION RESPONSIBILITIES INCLUDE:

- A. The Lead Maintenance Person performs various tasks associated with the maintenance and repair of the facility.
- B. Plumbing: Installs, repairs and maintains piping, fittings and fixtures involved in the distribution and use of water and gas throughout the facility.
- C. Electrical: Operates and makes minor repairs in the existing electrical systems throughout the facility, which includes the installation of junction boxes, receptacles and switches. Replaces motors, belts, pulleys and micro switches either upon failure or as trouble-shooting functions occur. Monitors and replaces lights and fixtures and associated electrical appliances as needed.
- D. Carpentry: Standard wood working skills, performs finish work to include cabinetry, painting and minor repairs.
- E. General Maintenance: Repairs and services sprinkler systems to include sprinkler valves, PVC piping, and outside water and control valves. Performs minor concrete repairs to sidewalks and patios. Maintains outside lighting systems of the facility and parking lots for security and safety. Is responsible for the appearance of the exterior of the facility which includes the condition and appearance of building, roofing, parking lots, and refuse areas.
- F. Responsible for maintaining all maintenance tools and equipment in a working and orderly fashion.
- G. Responsible for staff training, documentation and performance evaluations.

- H. Maintains a schedule for employees to ensure adequate staff coverage on the campus.
- I. Follows up on work assignments to ensure quality and consistency on the campus.

QUALIFICATIONS

Education:

Must be a High School graduate or possess an equivalent G.E.D. Must also be a graduate from trade school related to electrical, plumbing, and carpentry skills or completion of a recognized OJT training program in these areas preferred.

Training and Experience:

A minimum of two years general maintenance experience with emphasis on electrical, plumbing and carpentry. One year in a lead position.

Knowledge and Abilities:

Practical knowledge of plumbing systems, electrical concepts and construction knowledge in remodeling and carpentry. Knowledge of boilers, compressors, water systems and various tools and equipment.

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.