

MARK IV Enterprises is a leading residential and commercial real estate developer in the greater upstate NY area. We have provided residential and commercial property solutions for the selective consumer for over 50 years.

We are recruiting for a hands-on, high-energy, driven **Assistant Facilities Supervisor** to aid in the coordination of all maintenance and repair services for all building-related issues in our sizeable property portfolio.

Essential Duties

- Working closely with the Director of Maintenance, the Assistant Supervisor will help manage labor and equipment on a day to day basis.
- Schedule and communicate with the appropriate personnel to provide immediate solutions to any concerns that may arise from malfunctioning, inefficient or inoperable equipment or building systems. Follow-up to ensure adherence to direction and customer satisfaction.
- Assist in the management of the maintenance team by providing structure, motivation, coaching and guidance as necessary to ensure a quality level of service, professionalism and communication.
- Take action in all matters related to the safety and security of tenants and team members. Respond swiftly and effectively in any property emergency or safety situation.
- Maintain complete and accurate property files and records, with an emphasis on documentation for future reference.
- Participate in 24 hour/weekend on-call rotation.
- Become well-informed about new technologies, systems and procedures related to property management; and any city, state or federal law changes that impact the properties with regard to the engineering of the buildings.
- Ensure that effective preventative maintenance schedules are established and followed
- Understand job specifications and ensure jobs are done efficiently, safely and within specifications.
- Ensure strict adherence to safety guidelines.
- Train staff in proper operation and maintenance of tools and equipment .
- Monitor time and attendance; responsible for timekeeping records.
- Maintain tool inventory.
- Other duties as assigned.

Requirements

- 5+ years' experience in property/building management/repair.
- General maintenance skills: plumbing, electric, carpentry, HVAC.
- Experience in residential building systems: elevators, fire control systems, boilers, pumps, valves and hydraulic systems, generators, motorized systems; refrigeration and air conditioning systems.
- Able to read blueprints and wiring diagrams.
- Proficient with Microsoft Office.
- Supervisory experience a plus.
- Strong written and verbal communication skills. Ability to understand and execute industry-specific written and verbal direction. Positive, innovative approach to problem solving.
- Ability to work independently in a leadership role and as a team member.

- Ability to exercise judgment and discretion; must be able to set priorities and cope with competing demands.
- CFC Universal certification; OSHA 30 hour
- Ability to work with minimal supervision, perform heavy lifting/pushing/pulling, provide and follow verbal or written instructions.
- Understand OSHA requirements
- Valid NYS Driver License and own transportation

This is a prime opportunity to get your foot in the door with a long-standing local company. Advancement opportunities available!

We provide a competitive benefits package including health and dental insurance, life insurance, short-term disability, paid vacation, and 401(k) plan.

HOW TO APPLY: Submit cover letter and resume by email: LShepland@MarkIVEnterprises.com