

Maintenance Supervisor - Lake Lorelei Property Owners Association

Full time

Lake Lorelei Property Owners Association is a private gated community spanning 1118.5 acres, 197 of which are lake waters, with over 820 members, 650 homes, and 22 miles of roads.

Job Requirements

- Maintenance Management Experience 2+ years
- Working knowledge of budgets and maintenance schedules.
- Hands-on well rounded handyman duties
- Valid drivers license required
- Knowledge and ability to operate equipment including snow plowing, 2-ton trucks, tractors, etc.
- Experience in basic skilled labor, machine maintenance, roadway maintenance, ground keeping.
- Skills in welding, electrical, and plumbing- preferred
- Must have a minimum of 20 hrs/wk availability.

Job Function/ Responsibilities

- Working supervisor responsible for day-to-day maintenance operations within the Lake Association.
- Oversee maintenance staff including prioritizing their work tasks, assisting with task completion, scheduling, and operating within an approved budget.
- Planning and development of future improvement projects.
- Assisting in development of a weekly, monthly, and yearly maintenance plan.
- Fosters a culture of safety for all maintenance staff and members.
- Routine inspections of grounds and equipment.
- Snow removal, road repair, tree removal, and grounds keeping.
- Assisting Director to identify community improvement plans.
- Teach skills to staff members.
- Develop and maintain an effective work schedule.
- Ensure common areas are safe, in repair and clean.
- Perform preventative maintenance in accordance with yearly plan.
- Ordering parts and supplies as needed.
- Continually educate staff on safe working condition and maintain OSHA compliance.

Hourly compensation is commensurate with experience and skills.

Instructions:

Submit your resume to the Director of Lake Lorelei Property Owners Association by email at **Director@LakeLoreleiOhio.com** or by mail/ in person at **615 Lorelei Dr. Fayetteville OH 45118**