

JOB TITLE: English Turn Property Owners' Association (ET POA), Maintenance Manager
POSITION TYPE: Salaried

REPORTS TO: Executive Director

SALARY: \$50,000 to \$60,000 annually plus benefits.

JOB PURPOSE: This position is responsible for providing the maintenance needs for the day-to-day and long-term operations needed to maintain the common ground areas and the total infrastructure of the English Turn community. This position supervises the operations of the grounds/maintenance section and personally makes repairs of equipment when possible. Also recommends to the Executive Director equipment needing to be purchased/leased to be able to accomplish the community's maintenance needs. Also responsible for maintaining on hand the most needed parts, tools, and materials needed to enable the maintenance team to be able to respond quickly and effectively to solve problems in the community. Responsible for all aspects of the ET POA maintenance yard.

DUTIES:

- Responsible for the direct supervision and guidance of the ground/maintenance sections and determining the most effective deployment of this section to properly maintain the English Turn community in an acceptable manner for the English Turn Residents.
- Supervises the grounds/maintenance sections in the performance of their daily duties.
 - Provides annual/semi-annual evaluation reviews of these personnel per the ET POA Human Resources Guidelines.
 - Oversees the care and housing of the H2B program personnel "The Amigos" and reports any issues to the Executive Director.
- Daily patrolling of the English Turn community and finding problems/determining the proper solutions needed to correct these problems before a resident reports the issue.
- Make repairs to ET POA equipment when possible.
- Submits to the Executive Director any budget proposals with cost estimates.
- Work with the Executive Director to determine the work priorities and shift work projects accordingly.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma/GED
- Must possess small engine repair, minor automotive repair, welding capabilities, and construction capabilities.
- 5+ years of experience leading teams of maintenance/landscaping crews

SKILLS/QUALIFICATIONS:

- Must be able to work independently and be capable of multi-tasking.
- Must be able to effectively lead a goal-oriented team.
- Must be able to make quick and effective decisions under stressful conditions.
- Must have strong leadership skills.
- Strong problem-solving skills as well as critical thinking skills
- Must be able to establish and maintain positive working relationships with staff, English Turn residents and perspective residents.
- Must possess a current LA. Driver's License and a reliable Personally Owned Vehicle (POV) and be able to show proof of adequate insurance coverage for vehicle for daily Operational duties.

ADDITIONAL INFORMATION:

- Receives paid vacation, sick/personal time, and holidays per English Turn POA HR Guidelines.
- 401K offered
- Healthcare plan offered through Blue Cross/Blue Shield HMO Louisiana.
- Receives a work cell phone to be used in the performance of your duties.