



Maintenance Supervisor Position available Melton's Run Apts in Galax, VA

Maintenance Supervisor

Non-profit apartment complex is looking for a highly motivated individual to join our staff. Duties will include, but are not limited to:

- Responding to service calls and completing work orders for Tenants
- Scheduling contractors
- Cleaning grounds
- Working with other staff to ensure 5 day turn around time for vacant units
- Supervising, training, and teaching at least 3 maintenance and grounds employees
- Implementing a preventative Maintenance Program for the property
- On call 24 hours per day in rotation with other maintenance staff

The successful candidate will be:

- Self-Motivated
- Knowledgeable in OSHA safety standards and able to ensure other employees and contractors observe them
- Skilled in carpentry, electrical, residential plumbing, roofing and guttering repair
- Knowledgeable in troubleshooting HVAC systems, low voltage and high voltage controls
- HVAC or other maintenance licenses are a plus.
- Must be able to maintain the property within budget
- Must be able to establish good working relationships with residents, other employees, and subcontractors
- Previous maintenance experience required.
- All job-related licenses and certificates will be considered

The position is a part time, 29 hours per week, position with excellent pay and some benefits including paid vacation and 403(b) with matching.

Please download an application [here](#) and email applications and resumes to mstamper@chpc2.org or fax to her at 276-238-1039.

Melton's Run is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.