



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

Title: Facilities Supervisor
Department: Facilities
Reports to: Director of Facilities
Status: Full-Time, Hourly
Revised: September, 2017

General Description

Manage all aspects of property management for each assigned location including coordinating the completion of work orders, maintaining the functionality of all properties, and directing the work of the facilities team.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supervises field staff to ensure all work orders are completed efficiently and on time.
- Assigns work orders to Property Managers.
- Responsible for regularly creating tenant notifications and distributing as needed.
- Assists in the development of operating and capital budget plans.
- Manages snow plow and salt vendors for quality assurance.
- Orders equipment for large vendor's repairs.
- Ensures maintenance on company equipment is completed in a timely manner.
- Solicits quotes from vendors on jobs not completed in house.
- Ensures vendors have proper insurance and indemnity forms.
- Coordinates seasonal projects including summer landscaping and winter snow removal.
- Manages employee relations issues including time off requests, disciplinary actions, and recruitment.
- Competitively bids projects.
- Performs move out inspections and prepares apartments for next tenant.
- Assists with construction projects.
- Approves invoices.
- Assists with service calls.
- Assists with shoveling and snow removal, as needed.

Minimum Qualifications

- High School Diploma
- 5-10 years' experience in real estate construction (Preferred)
- Proficient with Microsoft Office, to include Excel, Access, and Word
- 5-10 years of management experience
- General knowledge of heavy truck/bobcat and HVAC equipment
- Experience with Microsoft office Word, Excel, Access, and Outlook
- Customer services skills
- OSHA 10 hour (Required)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to lift up to 60 pounds.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.