

## **Maintenance Working Foreman**

We are currently recruiting a qualified and reliable maintenance manager to lead our maintenance team. As the maintenance foreman, you will be responsible for oversight of the maintenance crew, as well as working alongside of crew as needed, all installation, repair, and upkeep operations of our community facilities. Your duties will include maintaining machinery, planning repair activities, and developing maintenance procedures.

Experience in a maintenance and management role, with excellent organizational and leadership abilities are desired. Our ideal candidate will demonstrate a good understanding of maintenance machinery and equipment, as well as outstanding written and verbal communication and leadership skills.

### **Maintenance Manager Responsibilities:**

- Supervising and leading all maintenance crew members and operations.
- Tracking expenses and overseeing the budget for maintenance.
- Maintaining all machinery to ensure it's at working standards.
- Creating and implementing maintenance procedures.
- Conducting regular inspections of the facilities to detect and resolve problems.
- Planning and managing all repair and installation activities.
- Ensuring all maintenance workers adhere to the safety policies and procedures.
- Assigning repair and follow-up evaluating assuring task is complete.
- Documenting and preparing daily progress reports and maintenance logs.
- Overseeing equipment stock and placing orders for new supplies when necessary.
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### **Maintenance Foreman Requirements:**

- High school diploma or equivalent qualification.
- A minimum of 5 years' experience in maintenance, 1 + year as lead/supervision.
- Previous managerial experience is a bonus.
- Good understanding of the technical features of plumbing, carpentry, and electrical systems.
- Strong knowledge of facilities machines and equipment.
- Excellent organizational and leadership abilities.
- Exceptional communication and interpersonal skills.

### **Compensation:**

Starting range \$25- \$27 per hour dependent on experience

This full-time position offers benefits, including medical, dental, and life insurance, as well as vacation and sick leave (after waiting period). Normal shift is 7 am – 4 pm, Monday through Friday with occasional overtime. Must be able to pass background check and drug screening. Must have a valid driver's license.

Please send your resume and cover letter to [apply@carlyonbeachhoa.com](mailto:apply@carlyonbeachhoa.com)

This position is available immediately.