**Lead Maintenance – HVAC Certified**

We are seeking a Lead Maintenance who thrives in working independently to get the work done! You will perform necessary work assigned by the Property Manager to keep apartments, mechanical equipment, pools, service request and make readies in good working condition.

**Responsibilities:**

* Repair major and minor issues with equipment and buildings
* Complete maintenance and repair work orders, in a timely fashion
* Oversee the make ready process
* Order and replace broken parts or equipment
* Maintain a clean community and a safe workspace
* Experience in high-rise properties. Knowledge of HVAC systems, plumbing and electrical systems in high-rise buildings.
* Perform carpentry, plumbing, electrical, painting, and general repair, and maintenance tasks to maintain property in good condition.
* Essential Functions/Major Responsibilities: Provide a positive and healthy work environment that promotes consistent communication and learning for all members of the community.
* Able to conduct and justify the operations of the building with the General Manager as needed. Strong communication skills with on-site management team. Maintain the schedule for PM of each mechanical aspect of the building.
* Complete maintenance and repair projects in a timely manner and/or assign to Assistant or Maintenance members. Maintain complete records of maintenance, costs, and repairs.
* Report unsafe or hazardous conditions to Manager and provide solution to resolve. Respond to emergency situations and takes appropriate action. Conduct annual property inspections for budgeting purposes. Perform other related duties as assigned. Required to be “On‐Call”, per established guidelines.
* Maintain work areas in clean and professional manner. Provide work schedules for all Engineering, Loading Dock, Housekeeping Team Members. Maintain accurate records on all Service Tickets, provide details if work cannot be completed within a reasonable amount of time
* Perform other duties, as assigned

**Qualifications:**

* Previous experience in maintenance or other related fields
* Familiarity with hand-held tools and equipment
* Deadline and detail-oriented
* Ability to handle physical workload
* Must be EPA Type II Certification
* HVAC Certification
* Pool Certification
* Generator
* Chillers
* Coolers
* Fire Alarms

SUBMIT RESUMES TO:

<mailto:enclave1550manager@uaginc.com>