

# B-G&G Management, LLC.

*Experience Apartment Excellence*

**Dali Place - Degas Manor – Monet Manor – Monet Place – The Pines of Gretna – Pines II**

## **Maintenance Supervisor**

### **Description:**

The Maintenance Supervisor under the direction of the Property Manager is responsible for safely maintaining the physical condition and appearance of the community. Duties include diagnosing problems and making repairs, ensuring all up-keep, inventory and repairs of grounds, common areas, amenities, apartments and buildings of the community are completed in an efficient and cost-effective manner. Duties also include scheduling and directly supervising all in-house and contracted maintenance.

Maintenance Supervisor is also expected to be knowledgeable and skilled in the safe use of hand tools and small power tools. Potential candidates must have strong management skills, with experience in interviewing, hiring, scheduling, and developing a staff of 3 or more. HVAC certifications are preferred. Supervisor will ensure all maintenance activities follow OSHA regulations and company safety policies at all times.

Some weekends and early evening shifts may be required.

Use of personal vehicle for company business may be required. (Mileage will be reimbursed.)

### **Responsibilities and Qualifications:**

A minimum of three years of experience in multi-family property management. The following responsibilities are expected or skills required

- Must be HVAC certified
- Supervise on-site maintenance technician, groundskeeper and 'make ready' personnel.
- Responsible for inventory control, purchasing of supplies, and resident retention.
- Responsible for maintaining or supervising the maintenance staff in the upkeep and repair of the electrical systems, plumbing, appliances, heat and air condition systems, pools,, flooring and carpentry of the community(s) or property(s)

*Criminal background investigation and drug screen required*

**Baton Rouge District Office – 763 Monet Drive #103A; Baton Rouge, LA 70806 – 225-923-2797**

**Gretna Office – 112 Homes Street; Gretna, LA 70056-2552 – 504-367-6222**