



Maintenance Supervisor – Ithaca, New York

DHM Properties is a large Property Management Company located in Albany, NY. We manage and operate over 7,000 apartments throughout the NY, MA and NH markets.

We are currently accepting applications for a technically skilled Maintenance Supervisor to manage the maintenance activities of an apartment community in the Ithaca, NY area. We are seeking a candidate that understands the importance of customer service and who will support the company's philosophy of going above and beyond our residents' expectations.

DHM Properties offer competitive wages and core benefits, including health, dental, voluntary life, paid holidays, and Paid Time Off. We also offer a 401(k) retirement plan with company match and Flexible Spending Plan after one year of service.

Responsibilities Include:

- **Vacant Unit Make-Ready Execution:** Evaluating and scheduling the maintenance required to prepare a newly vacated unit for a new move-in. This will include but not limited to ordering supplies, scheduling subcontractors, and giving direction to maintenance technicians. The ideal candidate will be able to balance attention to detail and quality control while meeting the demands of an aggressive timeline.
- **Work Request Fulfillment:** Manage the process of completing work requests in a timely and effective manner. This will include scheduling and dispatching technicians, offering technical guidance and assisting technicians as required, and communicating the status of work to the office staff and residents.
- **Managing Contractors & Vendors:** Interface with Contractors and Vendors to evaluate price quotes, oversee work, and approve invoices for payment.
- **Overall Property Condition:** Conduct regular inspections of buildings, grounds, and vacant units to identify deficiencies. The Maintenance Supervisor will be ultimately responsible for the oversight and successful completion of snow removal, lawn maintenance, and other regular and special projects.
- **Leadership:** Train, motivate and supervise all site staff in order to achieve operational goals. This includes communicating process, procedures, goals, and deadlines to site staff and encouraging accountability. Perform employee reviews, necessitate disciplinary action as required.

The Ideal Candidate Should Possess:

- Working knowledge of Plumbing, HVAC, Electrical, Carpentry and Appliances
- Previous experience with apartment maintenance
- Previous experience supervising a team
- Ability to work weekends or extended hours as required
- Strong Interpersonal skills, the ability to communicate effectively, and diffuse conflict
- Strong organization skills and ability to multitask

For consideration of employment, please complete the [Job Application](#) and submit to jobs@dawnhomes.com