

## **LEAD MAINTENANCE TECHNICIAN – LOFTS OF MERCHANT ROW**

Schostak Brothers & Company, Inc. is seeking a **Lead Maintenance Technician** for the Lofts of Merchants Row -- Detroit's premier loft apartments featuring amenities not offered anywhere else in the city. These apartments are high above the heart of a city that is transforming daily.

### **PRIMARY FUNCTION:**

Responsible for the carrying out the performance of approved preventive maintenance programs in order to provide the continuous operation of the H.V.A.C., electrical, plumbing and architectural systems, as required, to fulfill client service contract obligations. This position is accountable for the quality and timeliness of providing maintenance services and the prevention of operation interruptions to the satisfaction of residents and property management. Lead tech must be able to make concrete decision of work commencements. Other duties include prioritizing and delegating work to other technicians.

### **KEY RESPONSIBILITIES:**

- Adhere to policies and procedures for the daily, weekly, monthly semi-annual and annual maintenance of the facilities systems and properties in order to eliminate or minimize major equipment breakdowns, failures and / or interruption of the property operations.
- Monitor usage of supplies for facilities maintenance, Control inventory, oversee work order status throughout the work week.
- As directed, schedules and supervises contracted services (H.V.A.C., electrical, plumbing, elevators, boilers, snow removal and parking structure maintenance, etc.), to ensure quality and full compliance of contract agreements.
- Maintains supplies and equipment inventory and service / repair logs on a monthly basis.
- Communicates emergency situations at the properties and makes recommendations regarding solutions to the Facilities Manager or General Manager as they occur.
- Meets with the Facilities Director and General Manager on a regular basis, at least weekly, to review and evaluate the status of projects and procedures.
- Provides a variety of minor maintenance services within 24 hours of request by tenants, i.e., replace lights, repair leaky faucets, clear drains, make heating and cooling adjustments.
- Facilitates tenants' move-in and move-out activity.
- Maintains emergency contacts of key contractors.
- Maintains safety procedures to protect staff employees, tenants and visitors and eliminate or minimize liability.
- Maintains positive relationships with tenants, suppliers, contractors, vendors and regulatory agencies and the other staff members of the Lofts of Merchants Row.

### **LEAD RESPONSIBILITIES:**

Directly Lead the Maintenance Technicians and Housekeeper staff

### **QUALIFICATION REQUIREMENTS:**

Consistently maintains a professional, courteous attitude when dealing with residents, co-workers and the general public at all times, on and off the property. Does not socialize with residents, engage in idle talk, rumors or discuss Company business.

Must be available to respond to calls for service / maintenance issues during core business hours, evenings and week-ends. Has strong personal ethics, respect and maintain privacy and confidential business of residents. Is self-motivated, team player.

**EDUCATION and / or EXPERIENCE:**

Heating and cooling (HVAC) certification

EPA II or EPA 608 Universal

Five (5) years previous maintenance experience in multi-unit residential facilities and/or high rise.

Schostak Brothers and Company (SBCI) offers a full benefits package including health, dental, vision , 401k, life insurance, shorts and long term disability, vacation, personal and sick time off. For more information, visit [www.schostak.com](http://www.schostak.com)