

THE RESURRECTION PROJECT

Job Description



Position Title	Facilities Supervisor
Supervisory Relationship	Maintenance Manager
Work Location	2014 South Racine, Chicago, IL 60608
Organization General Description	After 29 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$431 million in community investment.
Pillar Purpose	The purpose of the Property Management division is to manage and protect the real property that TRP owns, manages, or facilitates in complete compliance with all requirements of the property and its funding sources. The management portfolio includes affordable and market-rate residential housing, a 100-bed undergraduate student dormitory, four community facilities (two family day care centers, a college resource center, and a senior center), TRP offices, and four retail spaces.
General Job Description	The immediate objective of the Facilities Supervisor is to streamline processes to ensure that the building/units are operating efficiently. This may include overseeing unit turns, managing a supply order system, inventory controls, and having general knowledge of property management operations. This position also requires to develop relationships with the regulatory agencies as it relates to inspections.
Job Duties and Responsibilities	<ul style="list-style-type: none">• Capital Maintenance Planning to ensure the unit passes HQS/REAC/Regulatory Agency and management inspections.• Attending inspections with Regulatory Agencies and addressing the deficiencies noted to ensure they are closed out with the Regulatory Agency.• Working with maintenance staff to ensure units are ready for leasing within 5 days. Also working with in-house maintenance staff for units that may need to be touched-up prior to leasing.• Ensuring staff is completing their cyclical maintenance schedule.• Work with Director of Property Management on establishing a key inventory system.• Inspect unit prior to move in and when needed create work orders and notify Team Members of deficiencies.• Ensuring that work orders are being closed out in the Property Management Software system.• Monitoring work orders to ensure they are being completed as per the HUD performance standards.• Create property inventories and label, log and tag appliances, parts, equipment as required and creating logs accordingly.• Streamlining processes to ensure the maintenance has adequate supplies.• Ensure adherence with Fair Housing Laws, City of Chicago Resident Landlord Ordinance (RLTO), and any other applicable state and local ordinances or laws.• Perform other duties as assigned.• Directly supervisor Maintenance Technicians.

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Performance Measures

- Timely, ensuring work orders are completed and closed out in the Property Management software system per HUD performance standards.
- Ensuring units are turned in accordance with HUD performance standards.
- Operationalizing improvements in maintenance.
- Resolving deficiencies in regards to inspections with regulatory agencies.
- Supervision of Maintenance Technicians.

Essential Knowledge and Skills

- A high school or equivalent is the preferred minimum education level.
- Has experience with utilizing property management software.
- Ability to multitask and work in a fast paced environment.
- Bilingual in Spanish preferred
- Proficient knowledge of MS Office, MS Excel and Internet required.
- Excellent written and oral communications skills; demonstrated public presentation skills.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Highly motivated and demonstrated ability to work independently as well as part of a team.
- Attention to details.

Special Working Conditions and Demands

1. Willingness to work flexible hours as needed; evenings and weekends required.
2. Access to a car, valid driver's license, and ability to travel within the metropolitan area and sometimes out of state.
3. Must be able to visit construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.
4. Must be able to be on-call for after hours.
5. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.
6. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.
7. Perform other duties and projects as assigned.

Position Classification Updated By

Full-Time, Exempt
Director of Property Management

Preparation Date

March 6, 2019

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact Information

Email: trpjobs@resurrectionproject.org
Mail: Human Resources, 1815 South Paulina, Chicago, IL 60608

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