



MAINTENANCE SUPERVISOR – FACILITIES MANAGEMENT

ERES COMPANIES

Midland, TX

COMPANY OVERVIEW

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$3 billion in real estate value, and manage over 8,000 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have nine domestic and international office locations in Sarasota, FL (headquarters), Denver, CO, Grand Junction, CO, Williston, ND, Bozeman, MT, Fort Worth, TX, Midland, TX, New York, NY, and Neuquén, Argentina.

ABOUT ERES CAPITAL

ERES Capital is a full-service real estate investment and development platform operating both domestically and internationally. Our core focus is on fast-growing secondary and tertiary markets where we seek unique, off-market opportunities across hospitality, healthcare, industrial and education verticals. We pride ourselves in identifying hard to find, off market deals that fit our investment criteria and can garner above average, risk-adjusted returns across market cycles. Such opportunities could include special situations, value-add, or even ground-up developments with unique market characteristics. The ERES Capital team approaches each project with a tailored methodology that reflects the distinctive character of the asset, its location, the target audience, the estimated project timeline and the investor's financial goals.

THE OPPORTUNITY

Job Summary

This position requires the incumbent to work at heights, use hazardous chemicals and materials, undertake lifting of at least 50 pounds and other physically demanding tasks as well as travel across a number of sites/locations. The Maintenance Supervisor works as a member of the team, providing services to both commercial and residential properties under the direction of the Asset Services Supervisor.

You must be a motivated individual who takes pride in a job well done and ensures that all maintenance is carried out with a high level of safety and efficiency. As a Company we are committed to achieving high standards for our clients. Punctual, reliable, and trustworthy individuals are valued here. Employees are required to perform scheduled and unscheduled maintenance services and may work shifts before and after business hours.

Essential Duties and Responsibilities

- Scheduling, laying out and assigning work.
- Federal, state, and local building codes and regulations.
- Trade tools, equipment, materials, methods, and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmith, plumbing.
- Requirements of maintaining company's buildings in a safe, clean and orderly condition.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of field of specialty
- Appropriate health and safety precautions and procedures.
- Schedule maintenance to: appliances, boilers, HVAC units, hot water heaters, etc. (HVAC certification / experience required)
- Perform maintenance on all site equipment based on the operating manuals and the manufacturer's recommendations.
- Assemble/maintain separate accurate preventative maintenance records, including: Date of inspections/repairs. List maintenance for each piece of equipment
- Repair Projects
- Electrical repairs on items such as appliances, fixtures, switches, outlets, intercoms, circuits, emergency lighting, etc.
- Plumbing repairs such as replacing fittings, clearing stoppages, replacing faucets, etc.
- Miscellaneous repairs of such things as broken glass, tiles, carpet, screens, garbage disposals, fixtures, appliances, locks, etc.
- Site custodial work
- Custodial work for the site's common areas, including sweeping, mopping, buffing, vacuuming, trash removal, window cleaning, etc.
- Site grounds work
- Grounds work as needed, including mowing lawns, raking leaves, snow removal, etc.
- Apartment renovations/turns.
- Complete renovation of vacant units following Related Management Company's guidelines within the shortest time possible and in cooperation with the administrative staff
- General Site Administration
- Provide feedback concerning any unacceptable conditions in units visited for any reason, including for repairs, extermination, etc.
- Establish and maintain a good working team relationship with the ERES team.
- Construction - Construction may include but not limited to the following services:
 - Framing, Insulation, Drywall, (Tape, texture and finish)
 - Roofing
 - Floor installation
 - Concrete / flatwork
 - Tenant improvement buildout

Safety

- Perform all work with forethought as to risk avoidance and within the safety of staff and tenants alike in mind.
- Notify Direct Supervisor of any incidents or situations that may result in an insurance claim on the site.
- Assure compliance with all fire and safety codes and regulations and to make precautionary repairs etc. where risks begin to appear.
- Supervise periodic testing/ inspections of all fire alarms, smoke detectors, fire extinguishers, and private hydrants.

Position Requirements: Skills & Experiences

- A minimum of one year of previous experience in property management maintenance, other building maintenance, construction or related trade is preferred.
- Minimum one year of previous experience in a maintenance supervisor role
- Working knowledge of plumbing, electrical, and appliance repair.
- Strong attention to detail, organizational, time-management and problem-solving skills.
- Demonstrated superior customer service skills including the ability to manage difficult customers and/or situations.
- Professional verbal and written communications.
- Demonstrated superior leadership skills.
- Ability to read, write, understand, and communicate in English.
- General Computer knowledge.
- Ability to work independently.
- Ability to be on-call to respond to after-hour emergencies.
- Ability to work a flexible schedule to include weekends, evenings, and holidays.

Physical Requirements:

The employee must meet physical demands in order to successfully perform the essential functions of this job. The employee must frequently lift, push, pull and/or move up to 150 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is also occasionally required to work both from ground level to 20-30 feet on a ladder or lift. The Technician is occasionally required to climb or balance and stoop, kneel, crouch, or crawl and work from various positions.

- Knowledge of and compliance with relevant occupational health and safety regulations and standards associated with maintenance operations and construction services is required.
- Perform all activities in compliance with Company Safety policies.
- Customer centric disposition; polite and courteous manner and in accordance with the Company's Code of Conduct
- Ability to read and interpret building and site plans.
- Must be able to work in extreme weather conditions.
- Must have a valid U.S. Driving License for the state in which services are to be performed; own a reliable vehicle and provide proof of insurance.

EEO STATEMENT

ERES is an equal opportunity employer and committed to developing and maintaining a diverse workforce. ERES strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

SUBMISSION

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at kate.waggoner@erescompanies.com.