



**BERKSHIRE
HOUSING**
CONNECTING PEOPLE TO HOME

Position Title:	Site Superintendent
Last Reviewed:	March 2024
Department:	Facilities
Position Status:	Full-time
FLSA Classification:	Non-exempt
Reports to:	Director of Facilities

Position Statement

The Site Superintendent is responsible for the day-to-day maintenance and general upkeep of rental units, common areas including public bathrooms, laundry facilities, meeting spaces, exterior building maintenance and the surrounding property. The Site Superintendents are a cohesive team that, together, care for over 1,000 apartments within the organization's portfolio. At Berkshire Housing, our work is driven by our mission, our core values and our culture of diversity and inclusion.

Essential Responsibilities

- Adherence to all policies and procedures
- Adept at working in Resman (work orders, purchase orders, etc)
- Complete weekly/monthly required reports.
- Keep Emergency Binder up to date
- Distribute flyers to residents as requested
- Check email/voice mail daily and respond accordingly
- Complete all training as required by the organization
- Attend all required meetings
- Perform annual inspections of units
- Perform/assist in the preparation of apartments for new tenants (apartment turnovers)
- Clean all common areas (hallways, stairwells, bathrooms, community rooms, trash rooms, walls, windows, laundry rooms and kitchens)
- Trash/recyclable removal
- Be familiar with all emergency operating systems and their maintenance cycle
- Walk exterior grounds daily making sure that all litter is disposed of – identify safety hazards or damage
- Wash/sweep down building where accessible to remove spider webs and bugs
- Snow removal and salting (24-hour responsibility)
- Plant, weed, and water all flower beds and planters
- Mow and weed whack lawns if not outsourced
- Show apartments to interested applicants
- Address resident complaints and forward to the assigned Property Manager
- Complete move ins/outs of residents
- Purchase supplies as directed by BHSI
- Monitor the presence of outside contractors/vendors

Required Skills or Abilities

- Independent thinker
- Ability to work cooperatively and respectfully in a team environment.
- Ability to communicate effectively to address issues/concerns.
- Excellent work ethic
- Mission driven and able to maintain strong values.
- Ability to seek creative solutions in a positive, judgement free environment.
- Openness to working with diverse populations and socioeconomic backgrounds.
- Dependable – Must have a drivers license and reliable transportation.
- Willingness to perform physical labor in various environments.
- Basic computer skills (Microsoft, email, and internet knowledge)

Physical Requirements

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Push, pull and lifting of approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Must be physically able to climb ladders, bend, and crawl into awkward spaces.
- Prolonged periods of standing & walking
- Subject to inside and outside environmental conditions

Education

- High school/vocational diploma, GED equivalent
- Lived experience.

Berkshire Housing Commitment to Equity

Diversity and a culture of inclusion are crucial to the mission of Berkshire Housing. We believe that self-reflection and awareness is critical, that diverse, equitable and inclusive representation should be reflected by our board, our team members, and in our programming and services.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

Disclaimer

This job description is not a contract for employment, and it is also not an inclusive listing of all duties, responsibilities, and expectations of the position. This document does not extend an offer of permanent or continuous employment. Berkshire Housing is an at-will employer.

Team Member Signature:

Date:

