

PRC Management Co., Inc., a well-established real estate services company in central New Jersey, has a full time position available for a strong leader who is able to head the maintenance department in a senior living, highrise apartment building located in North Brunswick, NJ. The **Resident Maintenance Supervisor** will be responsible for scheduling and carrying out the day-to-day operations for the overall care of the complex.

PRC is looking for the person that can take charge and get the work done, an individual that can work compatibly with others while supervising effectively. We are seeking a person who has the patience and consideration to interact and communicate in a genuinely kind manner with the elderly tenants.

The ideal candidate must:

- Live on-site;
- Work along with and direct one maintenance mechanic to ensure the complex is in excellent condition at all times;
- Have superior organizational skills and attention to detail;
- Must have a high level of interpersonal skills to tactfully and diplomatically interact with elderly residents;
- Have 3 or more years of hands-on general maintenance experience, such as carpentry, electrical, plumbing, HVAC, floor replacement, concrete and asphalt, fencing, small roof repairs, appliance repair, cleaning, etc.;
- Black Seal Boiler Certification;
- Manage service requests and prepare apartments for turnover;
- Have strong technical skills to identify and diagnose problems and perform a variety of service requests;
- Ensure all work is performed in a timely manner with professionalism and quality workmanship;
- Adhere to the company's standards and manage the maintenance budget;
- Be on rotation with other crew member for on-call responsibilities for after-hours emergencies;
- Be able to handle emergency repairs in an efficient manner;
- Snow and ice removal;
- Have own tools;
- Must be able to lift heavy objects;
- Have own vehicle and valid driver's license;
- Have a high school diploma or equivalent;
- Have a minimum of 3 years supervisory experience in apartment maintenance or related experience industry.

This position offers an excellent compensation package and a full line of benefits including health, dental, vision, life and long term disability insurance, 401k Plan with matching contribution, credit union membership, paid time off and paid holidays. Rent free apartment and paid utilities.

If you are seeking a challenging opportunity, apply today. All applicants will be treated with strict confidence.

Visit us at www.prcgroup.com

The PRC Group is an equal opportunity employer.