

Maintenance Supervisor Position Description

This position reports to the Non-Resident Manager, and is responsible for assuring that all common areas are in good working order and are maintained, repaired or painted on a timely basis. Preventive maintenance is a key element of this position. Safety of the facility is of highest priority.

The position will attend to minor problems on a daily basis, and notify management about major problems that require repair or construction work beyond his scope of responsibility. This position will not perform any work (for the association or owners) that requires licensing (that the employee does not hold) .

The major responsibilities of this position include but are not limited to the following:

Daily Duties

- Inspect garages, walkways, pool decks, lighting fixtures and benches, attending to problems as needed.
- Inspect pool pump house and equipment for problems
- Attend to work orders/problems reported by owners or renters, as prioritized by Manager.
- With assistance from the Manager, oversee quality of work performed by contractors on common area property or equipment
- Assure that exterior doors are closed and secured

Weekly Duties

- Roll out recycling and trash bins prior to arrival of Waste Management.
- Inspect lawn sprinkling system problems, replacing sprinkler heads when necessary.
- Notify manager of need for supplies on a timely basis.
- Inspect and clean barbeques as necessary

Quarterly Duties:

- Disinfect dumpsters, sweep and power wash storage areas
- Oil garage doors
- Proactively review Tortuga to identify problems and opportunities for preventative maintenance

Semi Annually:

- Power wash pool loungers
- Power wash shower stalls
- Remove mold and mildew where necessary

Annually:

- Prepare Tortuga for compliance with Sarasota County Sea Turtle Ordinance, installing light shields, courtyard lights extinguished(April)
- Power wash walkways and hallway walls according to builders/supplier specifications
- Power wash pool decks and common area screens in October.
- Hang Holiday lights

Periodic Duties:

- Paint window frames that are showing signs of pitting or erosion.
- Measure and order replacement of window screens that are bent or otherwise damaged.
- Provide assistance to Building Committee and Grounds Committee as needed for projects
- Sand off rust and repaint metal doors as necessary
- Apply weed/grass control product to driveway cracks and edges as necessary
- Assure that all exterior fixtures and furniture are secured in advance of tropical storms or hurricanes
- Replace broken or stained ceiling tiles in social areas and laundry rooms

- Paint vents in elevator cabs'
- Clear beach pathways of plant growth
- Replace or repair pathway, hallway lights
- Inspect generator in A building and report any problems to the Manager

Summer Project:

- Projects as determined by Building Committee and Board of Directors

Final Draft
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