



Supervisor

QUALIFICATIONS:

R.H.M.C. is seeking a highly motivated and dedicated individual that possesses a high regard for personal accountability and understands the importance of commitment to excellence. The successful candidate must demonstrate and promote a positive work ethic in support of our corporate values as well as provide strong customer support. Must be able to exercise independent judgment and be able to render sound business decisions. Must be detail oriented, able to work under pressure and handle multiple concurrent assignments. Must have strong oral and written communication skills, good presentation skills and the ability to effectively interact with both internal and external customers, support staff, and various levels of management. Must be computer literate and be able to apply practical applications in Excel, Word, PowerPoint, and Windows operating systems. An associates Degree and three or more years of experience in building maintenance and new construction, or a High School Diploma (or GED) and five years of experience or more in building maintenance and new construction. Technical experience in maintenance, construction, inspection or repair of electrical, plumbing system is strongly preferred.

RESPONSIBILITIES:

Ensures that the maintenance, repair are performed in compliance with R.H.M.C. procedures. Supervises technician and personnel in the maintenance, construction, and repair of our member's home/property. Orders, coordinates and ensures availability and timely delivery of materials, supplies and equipment. Certifies, accounts for and approves expenditures for labor, material supplies and equipment within prescribed limits. Ensures personnel comply with all company and departmental rules and regulations. In addition, ensures that all work functions are in compliance with safety procedures, OSHA laws and general environmental instructions. Initiates preliminary accident investigations and submits reports. Investigates, equipment status, and job status. Enforces good housekeeping practices for equipment and work areas. Ensures safety in work procedure. Enforces Company procedures, such as Equal Employment Opportunity, Substance Abuse, Discipline and Security. May perform other related assignments as required.

(next page)

PHYSICAL REQUIREMENTS:

Position requires extensive walking and climbing, and working outdoors in all weather conditions. Must be medically approved to wear a respirator. Position also requires working off-shifts. Must have a valid driver's license for travel within company service territory



Send resumes to email hr@rokwell.biz or fax to (212) 591-6547. Subject line should be the title of the position.

Thanks for your interest in Rokwell.biz