

Maintenance Supervisor

Full-Time | Exempt (Salaried)

The Mount Clemens Housing Commission is seeking a skilled and experienced **Maintenance Supervisor** to oversee maintenance operations across our senior high-rise and family housing communities. This leadership role is responsible for directing staff, managing building systems, overseeing contractors, and ensuring compliance with HUD and NSPIRE standards.

Key Responsibilities

- Lead, supervise, and evaluate maintenance staff and contracted service providers
- Plan, schedule, and oversee preventive maintenance and repair activities
- Conduct routine property inspections and ensure HUD/NSPIRE compliance
- Coordinate capital improvements and assist with procurement and project oversight
- Manage budgets, inventory, and purchasing for maintenance operations
- Develop and enforce safety procedures and OSHA-compliant practices
- Provide leadership during emergencies, including after-hours response as needed

Qualifications

- High school diploma or GED required; technical/vocational training preferred
- Minimum 5 years of maintenance or facilities experience
- Minimum 2 years of supervisory experience
- Strong knowledge of building systems (HVAC, electrical, plumbing, carpentry)
- Ability to manage contracts, vendors, and project timelines
- Strong organizational and leadership skills
- Valid Michigan driver's license

Compensation & Benefits

This is a **salaried, exempt** position with a competitive compensation package, including:

- Health benefits
- Retirement plan participation
- Paid vacation and sick leave
- Opportunities for professional training and development

How to Apply

Submit your resume and cover letter to tamica@mtclemenshc.org resumes will be accepted until the position is filled.