



***Our Mission:** Build Buckingham Properties one customer at a time by consistently providing quality services on a cost-effective basis. Our team members will be experienced, ethical, qualified, effective, and efficient in all phases of service. Our team will embrace technology, foster leadership skills, and use clear communications to achieve our growth.*

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**Title:** Associate Facilities Supervisor  
**Department:** Facilities  
**Reports to:** Director, Facilities  
**Status:** Full-Time, Hourly  
**Created:** July 2025

### **General Description**

Under direction from the Director of Facilities, manages all aspects of property management for each assigned location including coordinating the completion of work orders, maintaining the functionality of all properties, and managing and supervising the work of the facilities team. The Associate Supervisor will also perform work in the field. This is a working supervisor position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supervises field staff to ensure all work orders are completed efficiently and on time.
- Creates and assigns work orders to Maintenance Technicians and Field Crew.
- May be responsible for creating tenant notifications and distributing as needed.
- Assists in the development of operating and capital budget plans.
- Manages snowplow and salt vendors for quality assurance.
- Orders equipment for large vendor's repairs.
- Ensures maintenance on company equipment is completed in a timely manner.
- Solicits competitive quotes from vendors on jobs not completed in house.
- Ensures vendors have proper insurance and service contracts.
- Coordinates seasonal projects including summer landscaping and winter snow removal.
- Under direction, manages employee relations issues including time off requests, disciplinary actions, and recruitment.
- Performs move out inspections and prepares commercial and residential spaces for the next tenant.
- Assists with construction projects.
- Approves invoices.
- Assists with service calls.
- Assists with shoveling and snow removal, as needed.

### **Minimum Qualifications**

- High School Diploma
- 2-5 years' experience in real estate property and facilities operations (Preferred)
- General knowledge of heavy truck/bobcat and HVAC equipment
- Experience with Microsoft office Word, Excel, Access, and Outlook
- Customer services skills
- OSHA 10 hour (Required after hire)

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Able to lift up to 60 pounds.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*