



Position Description

Position Title:	Mod Crew Supervisor	Created By:	Executive Director
Reports to:	Maintenance Supervisor	Date Updated:	09/09/2025
FLSA status:	Non-Exempt		

Job Summary:

This position is responsible for taking the lead on construction/rehabilitation projects and will perform more complex maintenance related work. This role **may** support the maintenance team on other overflow projects including repairs and preventative maintenance in support of the department requirements and agency goals.

Education/Certification Requirements:

High school diploma or equivalent. HVAC/Freon Recovery certification or ability to become certified within the first 6 months of employment. Training in household repairs, plumbing and mold detection/resolution preferred. Must have certifications required by the city and/or state to perform job responsibilities.

Experience Requirements:

At least 3 years of proven work experience and knowledge in residential and multi-family maintenance including: custodial techniques, mechanical, pipe working, plumbing, HVAC, electrical and broad-based renovation including tile work, carpentry tools and methods, and flooring that demonstrates the ability to perform the duties of this position. This position is not a training position.

Qualifications:

This position requires a valid Kentucky driver's license and the ability to pass a pre-employment drug screening as well as be eligible for coverage under agency insurance plan. Must be a US citizen or have work authorization papers.

Knowledge and Skills:

1. Ability to handle high volume and complex plumbing repairs, tile work, HVAC equipment, appliance repair, carpentry repairs, electrical repair and all facets of apartment/units make ready.
2. Ability to operate most common maintenance related tools including but not limited to: key machine, augers, lead detector, ampere meter, volt meter, recovery machine, steam clean/shampoo machine, spray paint rig, electric saws, cordless screwdriver, drill, air conditioners, water heaters, various screwdrivers, nut drivers set, pliers, various wrenches, wire



crimping/stripping tool, diagonal cutter, drill bits, hammers, tape (ruler), tube cutter (copper), soldering torch.

3. Will interact regularly with residents, vendors, contractors, all levels of employees, and Clients and, therefore, must possess excellent interpersonal skills.
4. Must be able to read and write in English.
5. Must have basic knowledge in compressor diagnosis, appliance repair, fire sprinklers and irrigation systems.
6. Must have basic knowledge of OSHA Requirements and local, city and state Ordinances.

Duties/Responsibilities of Position:

1. Respond to resident/management requests.
2. Prepare vacant apartment units for move in.
3. Identify and correct hazardous property conditions that could place the property in a liable position.
4. Performing preventative maintenance on equipment and units.
5. This position involves:
 - a. Interior and exterior demolition and precise deconstruction.
 - b. Setting up and removing flooring protection and dust abatement walls.
 - c. Removal of existing counters, cabinets, flooring, trim, drywall, windows, doors, siding, fascia, and soffits, etc.
 - d. Cutting and removal of concrete floors and walls.
 - e. Interior and exterior carpentry.
 - f. Framing
 - g. Layout and framing new Interior and exterior walls.
 - h. Infill existing openings.
 - i. Sheathing, siding, fascia, soffits, etc.
 - j. Exterior window and door installation.
 - k. Deck construction.
 - l. Trim.
 - m. Installation of interior doors, casing, and baseboard.
 - n. Basic cabinet installation.
 - o. Basic shelving installation.
 - p. Installation of door hardware.
 - q. Flooring.



- r. Installation of plank flooring.
- s. Drywall.
- t. Hanging and finishing small projects.
- u. Patching and matching existing finishes.
- v. Masonry.
- w. Form, pour and finish small project slabs (Typ. 100 SF or less) for landings, deck footers, sheds, etc.
- x. Painting.
- y. Interior and exterior painting.
- z. Other minor basic construction tasks as required.

Demands/Environment:

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. Regularly required to:

1. The employee is occasionally required to reach with hands, arms, and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus and be able to view computer screens, mobile devices, and other electronic equipment for extended periods of time where visual strain may result.
2. Must be able to push, pull, lift, carry or maneuver weights of up to twenty-five (25) pounds independently and up to fifty (50) pounds with assistance.
3. Must be able to physically access all exterior and interior parts of the property, including common areas and amenities.
4. Must be able to deal with moderate to high levels of stress due to meeting deadlines.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
6. The noise level in the work environment is usually moderate, however, will be periodically exposed to higher levels of noise when using power tools.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.



Read and Acknowledged

Employee Signature

Date

Employee Name [printed]