



[daydream apartments](#) is a new, innovative multifamily platform that owns and manages Class A apartments and facilitates homesharing for residents. The Denver-based firm was founded to create a new type of urban residential community, one with real opportunities for residents to lower their housing expenses with managed homesharing. In addition, the creation of truly dynamic, engaging communities is core to the daydream vision.

job description and duties

An Assistant Service Supervisor will report directly and closely shadow the Lead Service Supervisor. They will assume Supervisor duties and authority in their absence. This role is responsible for ensuring that facilities are clean and in good operating condition. Their responsibilities may include cleaning buildings and rooms, and performing general maintenance and repair of the building, grounds, and equipment.

- Prioritize above all a **strong customer service** outlook through personal contact with residents and guests.
- Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation systems maintenance
- Clean interior of the building, as well as machinery and equipment, and exterior of the building
- Complete administrative duties, such as filling out forms and reporting maintenance statuses to supervisor
- Comply with all safety and health regulations
- Keep inventory of maintenance and cleaning supplies and equipment, and report needs to supervisor
- Respond to emergency calls for maintenance and repairs
- Diagnose and troubleshoot issues
- Work with and maintain relationships with contracted vendors
- Conduct preventative maintenance work and safety inspections as scheduled

requirements and experience

- High school diploma or GED
- 2+ years of experience
- CPO and HVAC certifications are required
- Knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems (including relevant equipment and tools) is a plus
- Ability to stand or walk for extended periods of time; ability to bend, kneel, stoop, and lift or move heavy equipment
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents
- Ability to work in a team and follow instructions from supervisors
- May be required to work outside of normal work hours