Robert Jenkins

SENIOR APARTMENT MAINTENANCE SUPERVISOR

📞 (206) 555-8930

✉ robert.jenkins@email.com

📍 Seattle, WA

SKILLS

Multi-site maintenance operations	Expert
Budget management	Expert
Safety and code compliance	Expert
Project planning	Expert
Vendor contract negotiation	Expert
Preventive maintenance programs	Expert
Team leadership (10+ staff)	Expert
Work order systems (MRI, RealPage)	Expert
Large-system maintenance (boilers, elevators)	Expert
Capital improvement coordination	Expert

PROFESSIONAL SUMMARY

Senior apartment maintenance supervisor with experience managing multi-site maintenance operations in residential communities. Proven ability to lead large teams, reduce costs, and maintain compliance with safety and building regulations.

EXPERIENCE

January 2017 -

Senior Apartment Maintenance Supervisor

Cascade Living Communities / Seattle, WA

- Manage maintenance operations across three residential properties, totaling over 700 units and 10+ acres of grounds.
- Lead a team of 12 technicians, conducting bi-weekly staff meetings, safety training, and performance reviews.
- Oversee vendor relationships and capital project timelines, including elevator retrofits and HVAC upgrades.
- Created a preventive maintenance database, reducing reactive repair calls by 40% over three years.

August 2011 - December 2016

Lead Maintenance Technician

Pineview Terrace / Tacoma, WA

- Supervised a team of 3 junior technicians and assigned daily work orders through MRI software.
- Performed complex diagnostics on boiler systems, commercial plumbing, and electrical panels.
- Partnered with property managers to resolve tenant complaints within 24–48 hours.
- Helped coordinate large-scale unit renovations and pool restoration projects.

EDUCATION

Certificate in Building Systems Maintenance

Seattle Central College | Seattle, WA | 2011

High School Diploma

Franklin High School | Seattle, WA

Professional Affiliations

- Member, Washington Apartment Association (WAA)
- Member, National Apartment Maintenance Association (NAMA)