

Real Estate Foundation Maintenance Supervisor

The maintenance supervisor is responsible for overseeing all work orders for the residential houses and HVAC repair in Hampton Harbors as needed. Must have good communication skills to respond and speak with residents.

Job Duties:

- Respond to daily maintenance requests from residential tenants. Complete inspections of residential houses.
- Respond to and complete standard HVAC repairs. Assist Hampton Harbors with HVAC calls and repairs.

Qualifications:

CFC Certification

Requirements:

Must have a valid driver's license.

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.