



March 4, 2025

JOB OPPORTUNITY

MAINTENANCE SUPERVISOR

Forest Lakes of Cocoa Condominium Association, Inc. is seeking applications for a part-time Maintenance Supervisor 5-10 hrs a week – additional hours as required.

The applicant must be a year-round resident.

Duties will include but not be limited to:

- Monitoring of maintenance, lawn care and gardening staff by setting daily and long-term work orders and ensure they are completed on a timely basis.
- Include staff in plans when appropriate.
- Ensure staff is following proper communication beginning with Supervisor and then to Director.
- Manage projects when appropriate.
- Verify time sheets and review checklists and schedules.
- Work closely with Director of House when needed.
- Perform annual performance reviews for existing employees and 90 day reviews for any new employees. (All reviews and disciplinary actions must be reviewed by the Director and Personnel.)

Employee will report to the Director of Roads and Grounds keeping open communication and advising Director of any issue that may arise. Also assisting Director with performance reviews and vacation schedules.

Experience: Prior Supervisory and project management experience a plus.

Applications available in Association Office, Monday-Friday 10:00 am-noon.