**Maintenance Superintendent**

**Maloney Properties – Voted “Best Place to Work” by our employee for 10 years!**

**Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.**

**About Us**

Established in 1981, Maloney Properties, LLC is a successful business specializing in residential property management. We manage more than 11,000 units throughout the New England area.

We are a company with a human focus and feel passionately that our employees are our greatest asset. We are dedicated to teamwork, staff development and training.

We attribute our success to the effective working partnerships we create with both clients and staff.

Your Responsibilities

Maple on Franklin, a newer construction senior housing community in Holbrook, MA is seeking a Maintenance Superintendent. The property consists of 70 units. The work hours are 8:00am to 4:00pm, Monday to Friday. You will be hands-on and coordinate building and maintenance systems, building inspections, complete work orders and unit turnovers, preventative maintenance programs, general cleaning, scheduling contractors and vendors, and maintenance supply inventory. You may also occasionally help at 3 other local sites as needed. Will also assist with on-call coverage for a site in Danvers, MA as needed.

Your Qualifications

At least 5 years of maintenance experience. Experience with general maintenance to include painting, janitorial, plumbing, electrical, carpentry, appliance repair, and HVAC are required. A Hoister’s License is a plus. Excellent communication and customer services skills are required. Microsoft Word and Excel experience a plus. Knowledge of Yardi is plus. Must have a valid driver’s license and access to a vehicle. Ability to participate in emergency calls and snow removal is required.

**Compensation & Benefits:**

Maloney Properties offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

* Training programs and opportunities that lead to employee advancement and promotions.
* Comprehensive benefits package including great health benefits, 401k, and more
* A generous Employee Referral Program with a bonus of up to $1,000 per hire.
* A generous vacation and holiday schedule

**Apply Now At:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=639107>

Maloney Properties is an Equal Opportunity Employer.