**Maintenance Superintendent**

**Maloney Properties – Voted “Best Place to Work” by our employees for 9 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 (MP) is a successful real estate firm. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 10,000 units throughout the New England area. We attribute our success to the effective working partnerships we create with clients and staff. MP has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry. We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. Maloney Properties is an Equal Opportunity Employer.

**Your Responsibilities**

We are looking for a Maintenance Superintendent to oversee 3 residential properties in the Chinatown area of Boston consisting of 161 units. Your duties and responsibilities will include:

* Overseeing and participating in daily work orders, unit turnovers, preventative maintenance, inspections, and repairs.
* Supervising, training, and motivating maintenance staff, ensuring proper job completion.
* Preparing buildings for inspections and maintaining compliance with city, state, and federal certifications.
* Developing and implementing long and short-term maintenance plans and site policies.
* Maintaining inventory of maintenance equipment and parts.
* Assessing, diagnosing, and resolving maintenance issues, ensuring thorough resolution.
* Contracting and overseeing work of outside vendors and contractors.
* Updating records and reports related to maintenance activities.
* Ensuring the completion of resident requests and building system work orders in maintenance management software.

The work hours are 8:00am to 4:00pm, Monday to Friday with on-call duties shared on rotation.

**Your Qualifications**

We are looking for someone with excellent communication skills and a strong customer service philosophy.

* Knowledge of plumbing, electrical, appliance repair, carpentry, carpentry, and HVAC is required.
* Previous apartment maintenance is preferred.
* Previous experience with Yardi is a plus.
* Candidates must reside within 40 minutes from Boston.
* This position includes participation in the emergency on-call rotation and snow removal.
* A valid driver’s license and access to a vehicle are required.
* Bilingual in English/Chinese is a plus.

 **Compensation & Benefits**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

[**https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=639917**](https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=639917)