**Assistant Maintenance Superintendent**

**Maloney Properties – Voted “Best Place to Work” by our employees 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 real estate firm. Our services include property management, real estate development, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 11,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. Maloney Properties has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, the company has a high employee retention rate with an average employee tenure of more than 10 years.

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. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer

**Your Responsibilities:**

We are seeking an Assistant Maintenance Superintendent to join our team in the Woonsocket, RI area. Reporting to the Maintenance Director, you will assistant with the maintenance operations for a scattered site community located throughout Woonsocket, Pascoag, North Smithfield, and Burrillville, RI. The maintenance team includes 5 Technicians and 2 Custodians. The work hours are 8:00 AM - 4:00 PM, Monday to Friday with on-call duties shared on rotation. Responsibilities include assisting with staff supervision, completing work orders, unit turnovers, property inspections, scheduling contractors and vendors, inventory management, equipment maintenance, and preventative maintenance work.

**Your Qualifications:**

Residential property maintenance experience is required. Knowledge of plumbing, electrical, appliance repair, carpentry, janitorial, and HVAC is required. Prior experience supervising a team of maintenance professionals is preferred. This position includes participation in the emergency on-call service rotation and some snow removal. A valid driver’s license with access to a vehicle is required. Experience with Microsoft Office (Word, Excel, Outlook) is required; experience with Yardi would be 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, an extra paid day off during your birthday month, 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=641213**](https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=641213)