Schochet is currently hiring an Experienced Facilities Manager for Plumley Village in Worcester, MA.

The Facilities Manager is responsible for all aspects of day-to-day maintenance operations of the property. Direct all operations of maintenance team, including porters. Must have extensive experience with plumbing, electrical, HVAC, appliance repair and unit turnover procedures. Plumley Village is a 430unit Family Apartment Community.

Duties and Responsibilities:

1. Recruits, hires, trains, develops, schedules and directs assigned staff. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals;
2. Schedules and assists with daily operations (service orders, repaints/re-carpets, apartment turnovers, etc.);
3. Develops and adheres to maintenance budget. Authorizes maintenance expenditures;
4. Coordinate service contracts and oversee any vendor and contractor activities;
5. Quality control checks for completed work by maintenance staff, contractors and vendors;
6. Communicate effectively with residents, fellow associates, vendors and supervisors;
7. Conduct and document regular property inspections and communicate results;
8. Inspect vacated apartments and complete ‘make-ready’ checklist and inform manager of needed services and repairs;
9. Required to be available and often on-site in the event of a weather or property emergency;
10. Enforces and adheres to company policies, rules, safety practices and regulations.

This position requires 8+ years of experience in the maintenance field with demonstrated progression of responsibilities. Multifamily experience is highly desired. Formal training in facilities management, or building trades, or equivalent professional experience, required. Ability to communicate effectively with executive, and residential staff, and the public (vendors, tenants, government officials, etc.) Must have valid license and own transportation.

**Come join our team that offers over 50 years of encouraging growth and employee retention!  
Schochet offers a comprehensive benefits package that includes health, dental,401k and more available on your first day. All new employees accrue 3 weeks of vacation per  
year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.**

Interested and qualified candidates, please submit resume to: [careers@schochet.com](mailto:careers@schochet.com) or fax 617-830-0373. Pre-employment background check & drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144. www.schochet.com