**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

The Maintenance Superintendent will oversee the maintenance operations for Interfaith Apartments in Boston, MA. There are 3 properties consisting of a total of 69 units. The work hours are 8:00am to 4:00pm, Monday to Friday. You will be hands-on and coordinate building and maintenance systems, staff supervision, oversee work orders and unit turnovers, preventative maintenance programs, prepare for NSPIRE and agency inspections, scheduling contractors and vendors, and inventory management.

Your Qualifications

Residential maintenance experience is preferred. Experience with general maintenance to include painting, janitorial, plumbing, electrical, carpentry, appliance repair, and HVAC are required. Experience supervising maintenance professionals is required. Construction rehab experience is a plus. Excellent communication and customer services skills are required. 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. Bilingual in English/Spanish is a plus.

**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=643317>

Maloney Properties is an Equal Opportunity Employer.