

Assistant Maintenance Superintendent

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 9,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI 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, MPI 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

You will provide hands-on maintenance and supervision for 327 units of scattered housing in Boston and Quincy. The work hours are 8:00am to 4:00pm, Monday to Friday. Responsibilities include scheduling of work orders, conducting unit and building inspections, staff supervision, scheduling contractors and vendors, and inventory management.

Your Qualifications

Experience with general maintenance to include painting, plumbing, electrical, carpentry, appliance repair, and HVAC is required. Excellent communication and customer services skills are required. Knowledge of Yardi is a plus. Must have a valid driver's license and your own vehicle. The ability to provide assistance with snow removal is required. The ability to participate with the emergency on-call rotation as needed. Bilingual in English/Cantonese/Mandarin or English/Spanish is a plus.

Compensation & Benefits:

MPI 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.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

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