

Director of Maintenance

A Director of Maintenance is needed for a multiple property residential apartment portfolio located throughout Boston/Quincy. The successful candidate will be responsible for the supervision of the maintenance program and its staff. Experience is needed in building and maintenance systems, preventative maintenance programs, scheduling of onsite capital improvement projects, inventory management, working with contractors and vendors, writing specifications, reading and comparing proposals, writing progress reports for owners, and making presentations. This is a hands-on position so candidates must have experience with painting, plumbing, electrical, appliance repair, and carpentry. Knowledge of affordable housing property maintenance is required. Experience managing scattered sites is preferred. The candidate must also possess excellent communication skills, both written and verbal, and have strong customer service skills. Ability to participate in emergency call and snow removal a must. Must have a valid driver's license and a vehicle.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=464643>

