

Director of Maintenance

A Director of Maintenance is needed for a scattered residential apartment portfolio in Dorchester, MA. 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 daily responsibilities of the Director of Maintenance also include the following:

- Provide technical support and training to the Maintenance Mechanics.
- Assign/dispatch daily work orders.
- Review completed work orders for accuracy and thorough resolution of the maintenance problems, in conjunction with the Property Manager and, if necessary, the Senior Property Manager.
- Keeping accurate records for work performed and equipment purchased for the property.
- Maintaining inventory of all maintenance equipment and parts belonging to the property.
- Competitively price all regular maintenance supplies for the site.
- Keeping logs on all utilities and making comparisons to previous years. Making energy saving recommendations whenever necessary.
- Notify the Senior Property Manager of noted violations of the development's policies. Making recommendations for policy changes whenever necessary.
- Review daily maintenance work order reports/information in the Yardi computer system for accuracy. Submit monthly work order reports to the Senior Property Manager.
- Supervision of maintenance staff to ensure the continued flow of work on a daily basis
- Conduct routine inspections and follow-up of work completed by staff, including work orders, unit preventive maintenance, building preventive maintenance and turnovers.
- Develop and implement all capital improvement programs with Vice President of Facilities, Senior Property Manager, and Regional Manager.
- Draft specifications, bids and requests for proposals with the assistance and input of the Vice President of Facilities, Regional Manager and Senior Property Manager and Property Managers.

- Monitor Capital Needs and develop a long-range plan for the property with the Senior Property Manager, Regional Manager, and the Vice President for Facilities.
- Work with Senior Property Manager, Property Manager, and Vice President for Facilities in developing long and short range maintenance planning.
- Contract and oversee work of all outside vendors and contractors, and maintain service contracts for all such work.
- Develop and implement all site policies and procedures for the effective delivery of maintenance services.
- Develop and execute preventive maintenance schedules for apartment units, common areas and building systems.
- Schedule and perform regular buildings and grounds inspections.
- Perform and supervise snow removal and insuring that the walkways are always clear and ice melt applied to slippery areas.
- Oversee compliance for all mechanical functions of the site with the city, state and/or federally required certifications.

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 85 housing developments containing over 8,500 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=456636>