

Director of Maintenance

Maloney Properties – Voted “Best Place to Work” by our employees for 7 years in a row!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

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 100 housing communities with more than 13,000 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

Maloney Properties is seeking candidates for a Director of Maintenance to support a large portfolio of residential properties in Boston, MA. You will be part of a diverse team focused on learning and professional development. Duties you will be responsible for will include:

- Providing supervision, technical support, and hands-on training to the Superintendents and Maintenance Technicians.
- Assigning/dispatching daily work orders.
- Reviewing completed work orders for accuracy and thorough resolution in conjunction with the Property Managers.
- Keeping accurate records for work performed and equipment purchased for the property.
- Maintaining inventory of all maintenance equipment and parts belonging to the property.
- Assessing, developing, and implementing all site policies and procedures for the effective delivery of maintenance services.
- Overseeing compliance for all mechanical functions of the properties with the city, state and/or federally required certifications.

- Contracting and overseeing work of all outside vendors and contractors and maintaining service contracts for all such work.

The work hours for this position are Monday-Friday 9:00-5:00 with on-call duties shared with the maintenance team.

Your Qualifications

We are looking for someone with strong communication skills and the ability to work together with the maintenance team and the office team to ensure the best possible service to our residents.

- This is a hands-on position, so experience with plumbing, electrical, and carpentry, building and maintenance systems, and preventative maintenance programs will be required.
- Knowledge of affordable housing property maintenance is required.
- Knowledge of Uniform Physical Condition Standards (UPCS) and REAC standards are preferred.
- Ability to participate in emergency call and snow removal is required.
- Proficiency with Microsoft Office: Word, Excel and Outlook is required.
- Experience with Yardi is a plus.
- Valid driver's license and access to a vehicle are required.

Maloney Properties employees must be fully vaccinated against COVID-19 as a condition of employment. Requests for reasonable accommodation based on religious or medical exemptions will be considered.

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.

Apply now at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=597119>

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