

Maintenance Mechanic III

Ensure an efficient operation, maintenance, security and administration of the physical facilities and grounds, ensuring it is safe, clean, and attractive at all times. Serve as the maintenance team leader, assigning work to other maintenance staff, ensuring that work orders and turnovers are done on time and to industry standard. Supervise, coach, and evaluate the other maintenance staff.

Participate in maintenance activities, conduct periodic inspections of the physical plant, mechanical systems, and grounds, and maintain maintenance records in compliance with 2Life standards and government regulations. Purchase and control the maintenance inventory in a manner that minimizes waste and prevents theft. Oversee the security of the facility, including key control, security equipment maintenance, and parking lot usage. Report on the status of the physical facilities to the Executive Director, and make recommendations for resolving problems and providing improvements to the facility.

ESSENTIAL JOB FUNCTIONS

- Supervise the maintenance staff and contracts in the facility to ensure that work is to 2Life standards
- Ensure that maintenance staff is properly trained, certified, and licensed. Set the standard for attendance, appearance, demeanor, work safety, and teamwork. Ensure compliance with 2Life standards and HUD, Spectrum, and other regulatory agency standards. Interact with residents in a sensitive manner and promptly report any concerns about a resident to the Resident Services Director
- Establish and maintain an inventory management system for all equipment, tools, and maintenance supplies (including key systems) for most efficient use and to prevent waste, loss, and theft
- Develop specifications for hiring contractors, participates in bid procurement in collaboration with Executive Director and 2Life Director of Facilities
- Prepare purchase orders for the Executive Director's approval before committing funds that exceed the Supervisor's spending authority
- Assist the Executive Director in preparing the annual budget and controlling costs
- Supervises Maintenance Floater and oversee work of outside service technicians
- Establish and maintain an inventory management system for all equipment, tools, and maintenance supplies (including key systems) for most efficient use and to prevent waste, loss, and theft
- Keep all maintenance areas and systems rooms clean and organized to 2Life and HUD/REAC standards
- Working as part of the maintenance team, perform mechanical tasks and repairs or delegate the tasks to a team member
- Establish and maintain preventive maintenance schedules and repair work priorities and ensure successful completion
- Conduct routine inspections of the entire property; maintain building systems and grounds per 2Life and HUD/REAC standards, including outdoor curb appeal and interior visual appeal. Schedule and perform the annual inspection of all apartment units per 2Life and regulatory requirements.
- Ensures that vacant units are prepared for re-rental in a cost-effective and timely manner, per regulatory and 2Life requirements

- Responsible for the monthly and annual pest control inspections and follow-up treatment, immediately follow-up inspection & treatment of any reported pest issues, maintaining all documentation in an orderly fashion
- Ensure there is a staff person on-site 24/7 able to address emergencies: Site Rep when the office is closed; maintenance staff person when offices are open or essential personnel are called in
- Participate in snow removal activities ensuring that the walkways and lots are clear of ice and snow
- Responsible for reporting all unsafe practices observed to management to help ensure 2Life work practice is safe and compliant with company standards. Reports any accident, injury or safety concerns to the Director of Facilities/Executive Director and complete incident reports immediately

OTHER DUTIES AND RESPONSIBILITIES

- Provide emergency coverage in this or other 2Life properties, as assigned
- Provide Back-Up Mechanic coverage in this or other 2Life properties, as assigned
- Maintains equipment in commercial kitchens in proper working order
- Works with on-site construction superintendents and/or 2Life construction project management to provide information and resolve any building operations/maintenance issues arising from construction activity
- Works with the 2Life Senior Manager of Safety and Security on Life Safety and Hazardous Communications programs and documentation

KNOWLEDGE, SKILLS & ABILITIES

- Minimum of three years of experience as a superintendent or supervisor in a residential building
- Ability to prioritize and delegate tasks, coach, and monitor staff
- Excellent interpersonal, communication, and organization skills
- Knowledge of OSHA regulations
- Proficiency in computer software for record-keeping, communicating and reporting
- Knowledge of elevators and high-rise building systems a must
- Working knowledge of high-efficiency boilers, heating plants, plumbing, heating, HVAC, blacksmithing, and electrical systems
- Knowledge of Green Initiatives
- Ability to learn photovoltaic system basic operation
- Experience with or ability to learn geothermal systems
- Ability to plan, create and utilize organized task management and communication tools
- Ability to obtain Hoisting License, drive Bobcat, Ventrac
- LEED certification desirable

2Life Communities provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age. 2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in

active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

Qualified candidates are strongly encouraged to apply [here](#)

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7d58836c-11dd-4415-9de0-](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7d58836c-11dd-4415-9de0-63b918b88652&ccld=19000101_000001&type=JS&lang=en_US)

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<https://2lifecommunities.org/careers-2life>

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.