

Appleton Corporation (subsidiary of The O'Connell Companies, Inc.) has been providing comprehensive & responsible property, facility, & asset management services since 1974 has an opening for a Maintenance Superintendent to work at our Springfield, MA location.

POSITION SUMMARY

This position is under the direction of the Property Manager. Incumbent is responsible for independently handling the general assigned Appleton properties, referring major maintenance situations to supervisor.

ESSENTIAL JOB FUNCTIONS*

- Perform complex repair and preventive maintenance tasks on buildings and facilities.
- Troubleshoot, repair, and maintain minor plumbing, mechanical and electrical equipment.
- Install minor modifications to buildings.
- Perform painting and minor carpentry tasks.
- Utilize a wide variety of hand and power tools.
- Assist in the movement of furniture, and snow removal.
- Perform and document work orders.
- Conduct preventive maintenance inspections, housekeeping inspections, and program inspections.
- Assist in maintaining security throughout the building.
- Carry a cell phone and respond to emergency calls.
- Supervise building's assigned maintenance and custodial staff.
- Purchase supplies and oversee the work of subcontractors.
- Clean assigned building common areas.
- Consistent and reliable attendance.
- Continuously work to insure the health and safety of residents, tenants, coworkers, vendors and self.

VALUES

- Provide a high level of service for both external and internal customers and clients
- Exhibit a spirit of teamwork
- Contribute ideas for department success

QUALIFICATIONS:

- Knowledge of basic trades, procedures and equipment.
- High School Diploma or equivalent required
- Vocational training required.
- Minimum of one year or prior maintenance experience.
- Prior supervisory experience desired.
- Must be able to lift up to 15 lbs.

The O'Connell Companies offers a competitive salary & excellent benefits including health, dental, vision, life insurance and a 401(k) plan. EOE.

Please send resume and cover letter to lverville@oconnells.com.