

Maintenance Service Manager

The Bradley Properties has an immediate opening for an experienced Maintenance Service Manager to oversee all aspects of maintenance for 71 residential units in Boston's historic South End.

Responsibilities include conducting site and unit inspections, supervising and coordinating contractors/vendors, executing a preventive maintenance program, purchasing materials, supervising the day to day maintenance and janitorial duties of the property, budget tracking, as well as staff supervision.

Send resumes to Property Manager Courtney Reeves, creeves@trinitymanagementcompany.com