

Maintenance Superintendent

Maloney Properties, Inc. is seeking candidates for a full-time Maintenance Superintendent role. The community consists of 181 units in the South End area of Boston, MA. The work hours are 9:00am to 5:00pm, Monday to Friday. The successful candidate will have experience with building and maintenance systems, supervising staff, overseeing work orders and preventive maintenance programs, and scheduling contractors and vendors. The Superintendent will also manage maintenance inventory and place orders as needed. Experience with general maintenance to include painting, plumbing, electrical, carpentry, appliance repair, and HVAC is required. Excellent communication and customer services skills are required. Proficiency in Microsoft Office: Word, Excel, and Outlook are preferred. Knowledge of Yardi is preferred. Must have a valid driver's license and vehicle. Ability to participate in emergency calls and snow removal is a must. Bilingual in English/Spanish is preferred.

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=463991>