

## **Maintenance Superintendent**

Maloney Properties is seeking a Maintenance Superintendent to oversee 335 residential units of scattered housing in Cambridge. Experience is needed in building and maintenance systems, preventative maintenance programs, scheduling of onsite capital improvement projects, working with contractors, writing specifications, reading and comparing proposals, writing progress reports for owners, and making presentations. Experience supervising and training a maintenance team is required. This is a hands-on position so candidates must have experience with plumbing, HVAC systems, appliance repair, electrical, and carpentry. Excellent communication and customer services skills are required. Proficiency in MS Office and know of Yardi is preferred. Must have a valid driver's license and vehicle. Must be able to participate in emergency calls and snow removal.

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://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=442110>**