

Maintenance Superintendent – The Carruth, in Dorchester, has an immediate opening and great career opportunity for an experienced Maintenance Superintendent to oversee all aspects of maintenance at a mixed-use property. The successful candidate will have basic knowledge of plumbing, electrical, appliance repair, carpentry, and HVAC. Must have excellent communication skills and have a strong customer service philosophy. Previous apartment maintenance experience is required. Knowledge of Yardi is a plus. A valid Driver's License with your own vehicle and the ability to participate in emergency on-call service rotation and snow removal are also required. Bilingual in English/Spanish is preferred.

Responsibilities include completing all property work orders, on-call emergency maintenance, snow removal, conducting site and unit inspections, coordinating and supervising contractors and vendors, purchasing materials, supervising the day to day maintenance and janitorial duties of the property, budget tracking, maintaining maintenance records, executing a preventive maintenance program.

At Trinity Management LLC, 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. ***Qualified applicants are encouraged to submit resumes and salary requirements to: dgoldwait@trinitymanagementcompany.com.***