

Maintenance Superintendent/Service Manager

New Orchard Hill Estates in **Oxford, MA** has an immediate opening and great career opportunity for an experienced Maintenance Superintendent/Service Manager to oversee a 215 unit site. We are looking for a candidate that possesses knowledge of plumbing, electrical, appliance repair, carpentry, and HVAC. The superintendent is responsible for the management and control of the maintenance operations, daily cleaning, vendors and/or contractors involved with the site and other duties as assigned by the Community Manager or Corporate staff. In addition to the day to day work there will be requirements to be available for snow removal, unit inspections, building inspections, ground inspections, and mechanical room inspections. The superintendent will ensure the preventive maintenance program is carried out accordingly, schedule vendor work, obtain bids and respond to the 24-hour emergency maintenance repairs. These tasks are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. A valid driver's license is a required.

All applicants are encouraged to apply by reaching the **Portfolio Director: Maribel Concepcion**, mconcepcion@trinitymanagementcompany.com.