

Maintenance Superintendent

Maloney Properties – Voted “Best Place to Work” by its employees for 5 years!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

Your Responsibilities

Charlesbank Cooperative is seeking a Maintenance Superintendent to oversee a multi-story high-rise located in the Longwood Medical and Academic area of Huntington Avenue in Boston, MA. The property consists of 276 units. The work hours are 8:00am to 4:30pm, Monday to Friday. The successful candidate will be responsible for the supervision of the maintenance program and its staff. Experience is needed in building and maintenance systems, scheduling onsite projects, working with contractors, writing specs, reading and comparing proposals, and writing progress reports for management and the Resident Board.

Your Qualifications

Experience with general maintenance to include plumbing, electrical, carpentry, appliances, and HVAC Control Systems are required. Experience managing a mid-rise or high-rise building preferred. Excellent communication and customer services skills are required. Microsoft Word, Excel, and Outlook experience is required. Yardi experience is a plus. Must have a valid driver's license and access to a vehicle. Ability to participate in emergency calls and snow removal is a must.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=522015>

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 11,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent

and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.