

# **Maintenance Superintendent**

**Maloney Properties – Voted “Best Place to Work” by its employees for 7 years!**

## **Your Responsibilities**

West Newton/Rutland Street located in the South End area of Boston is seeking a full-time Maintenance Superintendent. The properties consist of 146 scattered residential units located in historic brownstone buildings. 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, inventory management, and scheduling contractors and vendors. This role will also work with the Director of Maintenance on larger capital improvement projects.

## **Your Qualifications**

Experience with general maintenance to include painting, plumbing, electrical, carpentry, appliance repair, and HVAC is required. Proficiency in Microsoft Office: Word, Excel, and Outlook is preferred. Knowledge of Yardi is preferred. A valid Driver's License with access to a vehicle is required for on call rotation and traveling between properties. Ability to participate in emergency calls and snow removal is a required.

## **Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=590157>

## **About Us**

Established in 1981, Maloney Properties, Inc. 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 130 housing communities with more than 13,000 units throughout the New England area.

“Work Together, Win Together!” 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.

As a result, Maloney has a high employee retention rate with an average employee tenure of more than 10 years. Maloney Properties is an Equal Opportunity Employer.

## **Compensation & Benefits:**

Maloney 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.