

The Schochet Companies are Hiring!

The Schochet Companies is a full-service real estate development and management company seeking an Experienced Maintenance Supervisor to perform a variety of functions within the Property Management Team. Glen Meadow Apartments is a large conventional community located in Franklin, MA.

Duties and Responsibilities:

1. Recruits, hires, trains, develops, schedules and directs assigned staff. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals;
2. Schedules and assists with daily operations (service orders, repaints/re-carpet, apartment turnovers, etc.);
3. Develops and adheres to maintenance budget. Authorizes maintenance expenditures;
4. Coordinate service contracts and oversee any vendor and contractor activities;
5. Quality control checks for completed work by maintenance staff, contractors and vendors;
6. Communicate effectively with residents, fellow associates, vendors and supervisors;
7. Conduct and document regular property inspections and communicate results;
8. Inspect vacated apartments and complete 'make-ready' checklist and inform manager of needed services and repairs;
9. Required to be available and often on-site in the event of a weather or property emergency;
10. Enforces and adheres to company policies, rules, safety practices and regulations.

The Maintenance Supervisor is responsible for all aspects of day-to-day maintenance operations of the property. Direct all operations of maintenance team, including porters. Must have extensive experience with plumbing, electrical, HVAC, appliance repair and unit turnover procedures. Minimum of 5 years residential property maintenance and supervisory experience required. Must live within 30 minutes of Franklin, MA for rotating on-call and have a valid drivers license and own transportation.

Excellent Benefits and Competitive Salary. Please forward resume to: jobs@schochet.com or fax 617-830-0370. Pre-employment background check & drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144.

www.schochet.com