

## **MAINTENANCE SUPERVISOR**

**JOB ID** - 7733

**JOB LOCATION** - US-MA-Gardner

**LOCATION NAME** – Olde English Village

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The Maintenance Supervisor will be working at a 200 unit residential garden-style affordable housing community in Gardner, MA. It is the responsibility of the Maintenance Supervisor to:

- Act as a working supervisor with majority of time spent performing maintenance functions
- Provide direction, guidance and supervision to all maintenance staff at the property, including implementing weekly maintenance staff work schedules
- Inspect the building and property on a daily basis and immediately address safety issues
- Perform routine preventative maintenance
- Respond to emergency maintenance repairs after normal working hours
- Make budget recommendations to the Community Manager for all maintenance line items
- Order and maintain inventory of building materials and supplies
- Coordinate with contractors/vendors and obtain bids for repairs and replacements
- Responsible for general upkeep of the building common areas and grounds

### **Benefits:**

- Comprehensive Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & holidays
- 401(K)
- Tuition reimbursement
- Robust modern fertility program
- Incentive bonus program
- Commuter benefits
- Employee Assistance Program & more!

### **Qualifications:**

- 3+ years of experience in general maintenance
- 2+ years of direct supervisory experience
- Affordable housing experience preferred
- **HVAC:** repairs, cleans, replaces, etc.
- **Plumbing:** repairs, replace parts, installation
- **Carpentry:** repairs and installs doors, shelves, countertops, locks, etc.
- **Painting:** drywall/plaster repairs, painting

- **Electrical/Appliance:** lighting, wiring, power circuits, replacing switches, etc.
- Familiar with Boilers system
- General knowledge of Microsoft Word and Excel
- Must able to lift 50LBS and stand for 8 hours
- Bilingual Spanish is preferred

**\*Emergency on-call rotation is required every 3<sup>rd</sup> week**

**Schedule:** Monday - Friday 8am - 5pm

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