

Regional Maintenance Director

Maloney Properties is seeking candidates for a Regional Maintenance Director to travel to assigned properties on a regular basis to partner with property management teams and direct the activities for a team of Maintenance Superintendents and other maintenance staff. This is a high level role and will strategically manage the operations and maintenance for a portfolio of properties in the Metro Boston area. Responsibilities include:

- Work with the Regional Manager and Vice President for Facilities in developing long and short range maintenance planning.
- Assists with Capital Improvement Projects by evaluating scopes of work, vendor selection, budgets, and project schedules.
- Provide technical support and training to the Superintendents and Maintenance Technicians.
- Assess workloads and develop solutions for maintenance staff.
- Conduct routine inspections and follow-up of work completed by staff, including work orders, unit preventive maintenance, building preventive maintenance and turnovers.
- Assess, develop, and implement all site policies and procedures for the effective delivery of maintenance services.
- Oversee compliance for all mechanical functions of the properties with the city, state and/or federally required certifications.

The successful candidate must have experience with building and maintenance systems, preventative maintenance programs, scheduling of onsite capital improvement projects, working with contractors, writing specifications, reading and comparing proposals, writing progress reports for owners, and making presentations. A minimum of 5 years of multi-site maintenance management experience is required. Must have strong supervisory skills as this role serve as a Mentor to maintenance staff. The candidate must also possess excellent communication skills, both written and verbal, and have strong customer service skills. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus. Must have a valid driver's license and vehicle.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=328930>