

# **Senior Superintendent of Maintenance**

Boston, MA

**Maloney Properties – Voted “Best Place to Work” by our employees for 7 years in a row!**

**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.**

## **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 130 housing communities with more than 13,000 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.

## **Your Responsibilities**

The Senior Superintendent of Maintenance will be responsible for supervision of the maintenance program and its staff for a portfolio of residential properties in Boston, MA. This includes building and maintenance systems, the scheduling of on-site capital improvement projects, working with contractors, writing specifications, and reading and comparing proposals. The Senior Superintendent will also be responsible for directly supervising the maintenance staff. This includes the assignment of work orders and follow-through on the completion of these work orders, making routine inspections of the common areas, scheduling of special projects, performing preventive maintenance inspections, and scheduling these repairs. The Senior Superintendent will also work closely with the maintenance staff to improve and build on their skills. Work hours are Monday-Friday 8:00-4:00.

## **Your Qualifications**

Previous maintenance management experience is required. Must be experienced with painting, plumbing, electrical, appliance repair, HVAC systems, and carpentry. Knowledge of affordable housing property maintenance is preferred. Experience supervising and mentoring a team of maintenance professionals is required. Successful candidates will possess excellent communication skills, both written and verbal, and have strong customer service skills. Knowledge of MS Office is required. Experience

with Yardi is a plus. Must have a valid driver's license and access to a vehicle for travel between sites in the Boston portfolio.

Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

**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=581999>