



## Service Manager

(Gardner, MA)

### About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. ***Peabody Properties is an Equal Opportunity Employer.***

### Our Vision and Mission:

Our Vision is our motto, "*We put the HOME in housing*". Our mission is to deliver exemplary service through F – I – S – H. **(F) Fiscal** responsibility to our clients; **(I) Integrity** in all aspects of our business practices; **(S) Stability** of 40 years of meeting our clients' business needs; **(H) Humility** in our business relationships with clients and residents and a commitment to always listen.

### Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

### **About The Job:**

The Service Manager's role requires effective and careful evaluation in response to a broad range of maintenance needs to assist and optimize the efficient operation of property. The right candidate will be someone who is honest, self-directed, organized, able to multi-task, and who works well with people, both co-workers and residents. Responsibilities include, but are not limited to, the following:

- Electrical
- Plumbing
- HVAC
- Appliance Repair
- Locks & Keys
- Basic Carpentry
- Painting and Drywall Repair
- Janitorial, Grounds and Snow Removal

### **REQUIREMENTS OF THE POSITION:**

- Ability to communicate effectively, both written and verbal;
- Ability to take initiative and be a self-starter;
- Excellent customer service skills a must.
- Prior experience in the facilities maintenance field;
- On-call coverage for emergencies after hours, weekends and holidays;
- Skilled in routine apartment maintenance, as well as handling administrative tasks and paperwork related to vendors/contractors;
- Ability to respond and remedy maintenance issues in a timely manner.

### **Education and Experience:**

Requires High School Diploma or GED, as well as a valid driver's license. Prior experience in the facilities maintenance field with a minimum of 5 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects.

### **Compensation and Benefits:**

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), STD, life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

### **EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

**How To Apply:**

Please submit your resume, along with a cover letter stating salary expectations, via e-mail to Michelle Frederick (Company Recruiter) at [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), or via FAX at (617) 663-6383. Submissions may also be sent by mail to: Peabody Properties, Inc., Attn: Michelle Frederick, 536 Granite Street, Braintree, MA 02184.

**Company Website:** <http://www.peabodyproperties.com/>

**Social Media:**

YouTube: <https://www.youtube.com/user/peabodyprop/>

Facebook: <https://www.facebook.com/PeabodyProperties/>

Twitter: <https://twitter.com/peabodyprop>

LinkedIn: <https://www.linkedin.com/company/peabody-properties-inc->



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