

## **Maintenance Director**

Maloney Properties is seeking dynamic candidates for a Maintenance Director for a large Boston property. Applicants must have strong communication skills and the ability to communicate with staff and the property management team. The successful individual will have a strong desire to be part of a diverse team and work in an environment that fosters learning and professional development. This is a hands-on position therefore candidates must have experience with plumbing, electrical, and carpentry, building and maintenance systems, and preventative maintenance programs. Knowledge of affordable housing property maintenance is required. Knowledge of Uniform Physical Condition Standards (UPCS) and REAC standards are preferred. The candidate must also possess excellent communication skills, both written and verbal, and have strong customer service skills. Ability to participate in emergency call and snow removal a must.

Responsibilities include:

- Provide supervision, technical support and training to the Superintendents and Maintenance Mechanics.
- Assign/dispatch daily work orders.
- Review completed work orders for accuracy and thorough resolution of the maintenance problems, in conjunction with the Property Manager and, if necessary, the Senior Property Manager.
- Keeping accurate records for work performed and equipment purchased for the property.
- Maintaining inventory of all maintenance equipment and parts belonging to the property.
- 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.
- Contract and oversee work of all outside vendors and contractors, and maintain service contracts for all such work.

A minimum of 5 years of multi-site maintenance management experience is required. 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.

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=354426>**