

The Schochet Companies are Hiring!

The Schochet Companies is a full-service real estate development and management company seeking an Experienced Maintenance Supervisor to perform a variety of functions within the Property Management Team. St. Botolph Apartments is a 135-unit family apartment community located in Boston's Back Bay.

Duties and Responsibilities:

1. Recruits, hires, trains, develops, schedules and directs assigned staff. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals
2. Schedules and assists with daily operations (service orders, repaints/re-carpet, apartment turnovers, etc.)
3. Develops and adheres to maintenance budget. Authorizes maintenance expenditures;
4. Coordinate service contracts and oversee any vendor and contractor activities
5. Quality control checks for completed work by maintenance staff, contractors and vendors
6. Communicate effectively with residents, fellow associates, vendors and supervisors
7. Conduct and document regular property inspections and communicate results
8. Inspect vacated apartments and complete 'make-ready' checklist and inform manager of needed services and repairs
9. Required to be available and often on-site in the event of a weather or property emergency
10. Enforces and adheres to company policies, rules, safety practices and regulations

The Maintenance Supervisor is responsible for all aspects of day-to-day maintenance operations of the property. Direct all operations of maintenance team, including porters. Must have extensive experience with plumbing, electrical, HVAC, appliance repair and unit turnover procedures. Minimum of 5 years residential property maintenance and supervisory experience required. Must live within 30 minutes of Boston for rotating on-call and have a valid driver's license and own transportation.

Excellent Benefits and Competitive Salary. Please forward resume to: jobs@schochet.com or fax 617-830-0370. Pre-employment background check & drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144.

www.schochet.com