

Schochet is currently seeking a Maintenance Supervisor at Stearns Apartments in Boston, MA.

**Come join our team that offers over 50 years of encouraging growth and employee retention! Schochet offers competitive pay, along with a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees earn 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.**

Stearns Apartments is situated in the heart of Boston. This 140-unit affordable housing community also includes 4 commercial spaces.

Duties and Responsibilities:

- Direct all operations of maintenance team.
- Schedules and assists with daily operations (service orders, trash removal, repaints/re-carpets, apartment turnovers, etc.)
- Maintains the work order system prioritizing, delegating and scheduling work as needed in a timely manner
- Coordinate service contracts and oversee any vendor and contractor activities
- Communicate effectively with residents, fellow associates, vendors and supervisors
- Conduct and document regular property inspections including preventive maintenance and communicate results
- Inspect vacated apartments and complete 'make-ready' checklist and inform manager of needed services and repairs and make sure the vacant units to be ready in a timely manner
- Enforces and adheres to applicable regulations/rules, company policies and safety protocol
- Monitor Maintenance inventory and purchase maintenance supplies or services
- Schedules and participates in emergency on-call shift and after-hours in the event of weather
- Duties and responsibilities listed are not all-inclusive and other assignments can occur based on property needs

The Maintenance Supervisor is responsible for all aspects of day-to-day maintenance operations of the property. Direct all operations of maintenance team. Must have extensive experience with plumbing, electrical, HVAC, appliance repair and of unit turnover procedures. Minimum of 3-5 years of 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. **\$150 premium paid for all week's that you are on-call, additionally you are paid a time and a half rate for any emergency calls plus travel time.**

**Hours are 6:30am-3pm**

To apply please submit resume to; [careers@schochet.com](mailto:careers@schochet.com) or fax 617-830-0373. Background check and drug test required. EOE

For more information on this position please call Robin @ 617-398-5144 or visit [www.schochet.com](http://www.schochet.com) for more information.