

Schochet is currently seeking a Maintenance Supervisor at Riverside Village in Leominster, 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.**

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.)
- 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 and communicate results
- Inspect vacated apartments and complete 'make-ready' checklist and inform manager of needed services and repairs
- Required to be available and often on-site in the event of a weather or property emergency
- 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 Leominster 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.**

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.