



Job Title: Maintenance Director

Location: Commonwealth Landing and Downtown Lofts Fall River, MA 02720

Hours: Full-time 40 hours a week

Job Description:

HallKeen Management has an opening for a full-time Maintenance Director position to oversee all maintenance responsibilities for 156 apartments and commercial space over multiple properties in Fall River, MA.

Some duties of this hands-on position include but are not limited to supervising maintenance team, handling daily work orders from residents and office staff, turning over apartments for occupancy, maintaining or replacing appliances, fixtures and switches, seek, evaluate and recommend contractors for various outsourced functions, provide preventive and corrective maintenance, apartment, buildings and/or grounds inspections as necessary; replace/maintain smoke detectors, circuit breakers and outlets, changing window screens and glass, inventory control . The Maintenance Director will prepare for and participate in property wide inspections as well as annual apartment inspections, participating in on-call in response to emergencies and snow removal after hours and weekends.

Candidate must have prior property maintenance experience and working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, HVAC, carpentry, and electrical systems to handle service calls and maintain vendor relationships.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Margaret Farrell at 774-365-4395 or mfarrell@hallkeen.com