Job Title: Maintenance Supervisor Offering A $1,000. Hiring Bonus!
Location: Huntington Avenue & Frawley Delle Apartments Boston, MA 02115
Hours: Full-time – 40 hours per week
Pay: $38 per hour

Job Description:
HallKeen Management is seeking a qualified, motivated and experienced Full-time working Maintenance Supervisor to ensure the successful maintenance operation of scattered properties in the Boston area. The purpose of the position is to provide leadership to team members, caring for and maintaining of the property, provide a high-quality living environment, develop a budget and properly manage the property's physical plant.

We are so sure you will love it at HallKeen Management that we are offering a $1,000 hiring bonus for the right candidate. All bonuses to be paid per company policy.

The responsibility of the Maintenance Supervisor is wide-ranging and quite diverse. Some duties include but are not limited:
Oversight of all aspects of maintaining the properties, such as HVAC, Preventative maintenance, etc.

1) Implementation and compliance with the maintenance initiatives of the HK Policy Manual.
2) Make necessary repairs related to service requests and turnovers (i.e. electrical appliances, plumbing, sinks and tubs, painting, window repairs, and any structural damages within the unit).
3) Responsible for maintenance and proper use of all safety and building equipment/components – Smoke detectors, fire extinguishers, HVAC components, Roofing, Solar Systems, Windows, etc.
4) Responsible for providing and following preventative maintenance schedules, including annual apartment inspections.
5) Responsible for emergency repairs as needed.
6) Be available and coordinate the "on-call" emergency service rotation.
7) Be available and coordinate snow removal as needed.
8) Organize and distribute work responsibilities for the maintenance staff as well as contractors and vendors.
9) Prepare a maintenance and capital budget annually and then work on the financials throughout the year with the Supervisor.
10) Ensure that all staff including new hires are trained and practice proper and safe equipment use.
11) Responsible for the overall upkeep of the grounds including inventory of maintenance supplies and equipment.
12) Work with the Property Supervisor to ensure the buildings are overall in good shape, bringing to Management's attentions any defects in need of repair.

The Maintenance Supervisor will oversee and direct the members of the maintenance team. The Maintenance Supervisor will take ownership of all maintenance responsibilities as they relate to the property.

Ideal candidate must be able to work independently on a daily basis. Candidates should have basic working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, heating and electrical systems, be able to handle service calls and maintain good vendor relationships. Candidate must also be able to work in a team-oriented environment, maintain excellent communication skills with residents and staff and have good organizational skills. Candidate should have previous supervisory experience and ability to oversee a team. Previous experience in Property Management maintenance is preferred.

This position is forty hours a week with rotation of On-call emergencies after hours and weekends if necessary.

Maintenance Supervisors are in constant need of being on their feet and participating in physical labor. They must have the ability to bend/squat/climb stairs/push/pull/climb ladders/etc. While performing the duties of this job, the employee regularly works in outside-weather conditions.

Job Requirements:

- High School diploma or GED
- 4-8 years of similar experience
- 4-8 years of supervisory/management experience
- Certification/License: OSHA 10, HVAC
- Comprehend and converse in English to communicate effectively with organization staff, clients and families.

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.

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