

HALLKEEN MANAGEMENT

Job Title: Maintenance Supervisor

Location: Boston, MA 02115 (Mission Hill area)

Hours: Full-time 40 hours a week

Job Description:

HallKeen Management has an opening for an experienced and motivated Maintenance Supervisor to oversee all maintenance responsibilities for two subsidy and market communities consisting of 111 total units.

The responsibilities of the Maintenance Supervisor are wide-ranging and quite diverse. Maintenance Supervisor will manage staff of one employee and will handle all responsibilities associated with the maintenance of this property. Some duties include but are not limited to handling daily work requests from existing residents and office staff; turning over apartments for occupancy; maintaining or replacing appliances, fixtures and switches; working with contractors as necessary; providing corrective maintenance; providing preventive maintenance; inspecting apartments, buildings and/or grounds as necessary; replacing/maintaining smoke detectors, circuit breakers and outlets; providing touch-up paint; changing window screens and glass; providing cosmetic repairs within apartments and common areas; snow removal; participating in rotation of On-call emergencies after hours and weekends using the necessary safety attire and/or equipment; performing other duties as they arise.

Candidate must have 3-5 years of property maintenance experience and previous supervisory experience overseeing staff is preferred. The ideal candidate must have strong organizational and communication skills with the ability to multi-task and will take ownership of all maintenance responsibilities as they relate to this property. Candidate should be results driven and possess the ability to work within a budget. Candidate must have working knowledge of current safety practices and regulations (OSHA), grounds maintenance, plumbing, heating and electrical systems to handle service calls and maintain vendor relationships.

If you are interested in applying or know someone to refer for the position please e-mail resume to krue@hallkeen.com