



Job Title: Maintenance Supervisor

Location: Willow Trace Apartments Plainville, MA 02762

Hours: Full-time / 40 hours a week

Pay Rate: \$30. Per hour and offering a \$1,000. Sign on bonus!

Job Description:

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. HallKeen Management has an opening for an experienced and motivated Maintenance Supervisor to oversee all maintenance responsibilities for an 88-unit property located in Plainville, Massachusetts.

Duties and Responsibilities:

The responsibilities of the Maintenance Supervisor are wide-ranging and quite diverse. The Maintenance Supervisor is responsible for overseeing the day-to-day maintenance operations of the property, including supervising and directing maintenance staff, assigning work, and ensuring work orders and maintenance requests are completed accurately and timely. The Maintenance Supervisor will perform and oversee hands-on repairs, including basic plumbing, electrical, HVAC, carpentry, appliance repairs, painting, and general building maintenance, while also conducting regular inspections of units, common areas, mechanical rooms, equipment, and grounds to identify maintenance and safety concerns. The position will be responsible for using computer systems, email, spreadsheets, work-order systems, and property management software to enter, track, and close work orders, maintain accurate records, and monitor outstanding items. The Maintenance Supervisor will develop and maintain preventive maintenance schedules, ensure scheduled inspections and maintenance are completed and documented, and identify items requiring additional attention. The position will also oversee the unit turnover process by inspecting vacant units, creating and managing punch lists, coordinating staff and vendors, ordering materials, and ensuring apartments are completed and ready for leasing within established timelines. The Maintenance Supervisor will coordinate and oversee outside vendors and contractors, including scheduling work, providing access, monitoring progress, reviewing completed work, and ensuring work is completed according to scope and quality expectations. Additional responsibilities include maintaining adequate inventory of maintenance supplies and equipment, obtaining estimates as directed, maintaining vendor and equipment records, coordinating emergency maintenance needs, and communicating regularly with the Property Manager regarding work orders, unit turns, preventive maintenance, major repairs, vendor issues, and other property needs.

Participation in On-Call emergencies after hours and weekends is required.

The Maintenance Supervisor will manage a staff of one part-time employee and will handle all responsibilities associated with the maintenance of this property. Some duties include, but are not limited to, handling daily service requests, turning over apartments for occupancy; basic janitorial duties including garbage removal, 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; using the necessary safety attire and/or equipment; performing other duties as they arise.

Candidate must have 3 years of property maintenance experience and previous supervisory experience in overseeing staff. Candidate should have strong organizational 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. Candidate should have experience using residential maintenance software, Word, Excel and communicate via email.

The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

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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