

## HallKeen Management

**Job Title:** Maintenance Supervisor

**Location:** Villa Nueva Vista Apartments Springfield, MA 01107

**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 a 110 Project Based Section 8 property located in downtown Springfield.

The responsibilities of the Maintenance Supervisor are wide-ranging and quite diverse. The Maintenance Supervisor is responsible for developing, presenting and managing the maintenance budget, establishing and adhering to a preventative maintenance schedule, meeting turnover time requirements, reviewing vendor contracts, obtaining competitive bids for work need on site and overseeing vendors working on site, preparing the property for HUD, state, and town inspections.

Participation in rotation of On-call emergencies after hours and weekends is required.

The Maintenance Supervisor will manage a staff of Maintenance Technicians 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 5 years of property maintenance experience and must have 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.

Candidate must be bilingual and able to read, write and speak **Spanish proficiently**.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 781-915-3157 or [nrodriguez@hallkeen.com](mailto:nrodriguez@hallkeen.com)**