

## **HALLKEEN MANAGEMENT**

### **Internal Job Postings**

**Job Title:**                      **Maintenance Director**

**Location:**                      **Wamsutta Apartments**

**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 scattered site properties including 179 residential units as well as retail space. The person will supervise a staff of two employees.

Some duties of this hands-on position include but are not limited to handling and directing 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 . Maintenance Director will prepare for and participate in property wide inspections as well as annual apartment inspections; participating in rotation of 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.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Kathleen Wilbur at 781-915-3115 or [Kwilbur@hallkeen.com](mailto:Kwilbur@hallkeen.com)