**Maintenance Supervisor**

**Maloney Properties – Voted “Best Place to Work” by our employees for 9 years!**

**Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.**

**About Us:**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

**Your Responsibilities:**

We are seeking a Maintenance Supervisor to join our team in the Woonsocket, RI area. Reporting to the Senior Property Manager and Maintenance Director, you will oversee the maintenance responsibilities for a scattered site community located throughout Woonsocket, Pascoag, North Smithfield, and Burrillville, RI. The work hours are 8:00 AM - 4:00 PM, Monday to Friday with on-call duties shared on rotation. Your duties and responsibilities will include:

* Supervising, training, and motivating maintenance staff, ensuring proper job completion.
* Communicating effectively with co-workers, the Senior Property Manager, Maintenance Director, and contractors.
* Overseeing and participating in daily work orders, unit turnovers, preventative maintenance, inspections, and repairs.
* Coordinating on-call responsibilities and scheduling.
* Providing training and technical support to technicians.
* Preparing buildings for inspections and maintaining compliance with city, state, and federal certifications.
* Developing and implementing long and short-term maintenance plans and site policies.
* Maintaining inventory of maintenance equipment and parts.
* Assessing, diagnosing, and resolving maintenance issues, ensuring thorough resolution.
* Contracting and overseeing work of outside vendors and contractors.
* Updating records and reports related to maintenance activities.

**Your Qualifications:**

We are looking for someone with excellent communication skills and a strong customer service philosophy. The ideal candidate will be hands-on and dedicated to ensuring all tasks are completed efficiently.

* Knowledge of plumbing, electrical, appliance repair, carpentry, janitorial, and HVAC is required.
* Prior experience supervising a team of maintenance professionals is required.
* This position includes participation in the emergency on-call service rotation and some snow removal.
* A valid driver’s license with access to a vehicle is required.
* Experience with Microsoft Office (Word, Excel, Outlook) is required; experience with Yardi would be a plus.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, an extra paid day off during your birthday month, and more! You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=630176>