



## Chestnut Hill Realty

### **Apartment Maintenance Supervisor (Brookline, MA)**

Chestnut Hill Realty has an exciting opportunity for a Working Maintenance Supervisor to join the team for our Brookline Signature portfolio, consisting of 2 luxury apartment communities in Brookline and 1 new building in the Fenway. The successful candidate will bring outstanding maintenance and customer service skills, as well as an enthusiastic spirit to ensure a first class resident experience. This position requires significant interaction with residents and prospective tenants on a regular basis.

- Leads and manages a property maintenance technician on a day to day basis.
- Assists in hiring, developing, training, holding accountable, implementing corrective action and terminations.
- Assist in preparing the work schedules and on-call schedule.
- Work to schedule outside vendors by obtaining competitive quotes and monitoring completion of work performed.
- Maintains a working knowledge of all maintenance programs and capital improvement projects to ensure the proper and efficient operation of systems, preventive maintenance programs, and responses to resident service requests.
- Performs maintenance in units and participates in on-call schedule.
- Replace and maintain a current inventory of supplies and parts.
- Directs and participates in the removal of snow and ice from sidewalks, walkways, steps, and driveways

#### **Job Requirements:**

- Minimum three years maintenance technician experience required.
- 1 year maintenance supervisory experience in residential property management.
- Skills and abilities normally associated with completion of high school or equivalent.
- Required to have a valid driver's license and a good driving record.
- Outstanding customer service orientation and superb communication and interpersonal skills.
- Professional appearance and demeanor.
- Candidate must be computer literate with attention to detail and excellent organizational skills.
- Will be required to be on-call and/or be available for emergency situations including weekends and holidays.

All job offer contingent upon satisfactory background check.

Apply via email with salary requirements to [resumes@chestnuthillrealty.com](mailto:resumes@chestnuthillrealty.com).

Please click here to apply for [Apartment Maintenance Supervisor \(Brookline, MA\)](#)

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