



Chestnut Hill Realty

Managing People's Apartment Homes with Pride

Chestnut Hill Realty has an exciting opportunity for a **Working Maintenance Supervisor** to join the team for our Norwood Gardens community. 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.

As a Service Manager, you will:

- Leads and manage a team of property maintenance technicians on a day to day basis
- Assists in preparing the work schedules
- Work to schedule outside vendors by obtaining competitive quotes and monitoring completion of work performed.
- Maintain 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.

Are you the right person for the job?

- Minimum three years maintenance technician experience required.
- Knowledge of carpentry, electrical, plumbing etc.
- Outstanding customer service orientation and superb communication and interpersonal skills.
- Knowledge of MS Word, Excel and Outlook. Ability to learn and operate company software programs
- Positive attitude, strong work ethic and ability to lead and motivate others
- Must possess professional written and verbal communication skills
- Understand emergencies arise, and are comfortable being on call (weekends and nights required)
- A valid driver's license and a satisfactory driving record.

Some of the benefits to you:

- Competitive compensation PLUS opportunities to earn regular overtime
- Excellent benefits package including: medical, dental, vision, 401(k), 2 weeks of vacation, your birthday off etc.
- Rotating on-call schedule
- Company equipment, uniform and vehicle (at some properties)
- Chestnut Hill Realty apartment discount
- Annual Maintenance Appreciation Day

Work for an award winning company where you will have the training you need to add to your skill set, the schedule you want to maintain a great work-life balance, and the pay and benefits you deserve. If you have experience as Maintenance Technician or Supervisor and great customer service skills, we want to hear from you!

The salary range for this role is \$32.00-34.00 hourly depending on factors such as relevant experience, skills, qualifications, and geographic location. Along with competitive pay, we're proud to offer great benefits and ongoing opportunities for learning and growth.

All job offers contingent upon satisfactory background check.





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