



Heading Home
186 Massachusetts Avenue
Boston, MA 02115

T: (617) 864-8140 F: (617) 864-2541
www.headinghomeinc.org

Job Title: Maintenance/Facilities Supervisor
Reports To: Director of Real Estate
Location: Boston, MA (On the Road)
Position Type: Full-time
Salary: \$70,000

Position Summary

Heading Home is seeking an energetic, motivated individual to join our Facilities and Maintenance team! The ideal candidate will enjoy being on the road with frequent travel throughout the Greater Boston & Lawrence areas to maintain the various properties scattered across locations. The Facilities/Maintenance Supervisor is responsible for the supervision and management of up to five (5) maintenance personnel, in their duties to maintain, service, and repair company-owned leased facilities. Responsibilities include but not limited to scheduling work, dispatching staff, technical training/guidance, management of tools and equipment, confirmation of work completed, property inspection and reporting, inventory control, time card submission, and employee evaluations.

Facilities and Maintenance Department Tasks:

Daily Cleaning and Complete Cleanouts of Facilities: Including but not limited to general cleanings, cleanouts, window cleaning, general rubbish, and waste removal and all to be followed through to completion, including post-inspection confirmation and reporting

Furniture Repair, Replacement, and Removal: Repair, replace, and dispose of damaged furniture by lifting, carrying, and loading furniture to be followed through to completion, including post-inspection confirmation and reporting.

Maintain and Repair Property/Facilities: Including but not limited to general facility repairs and property maintenance, replacement or repair of windows and doors, minor plumbing repairs, minor electrical repairs, drywall repairs, cabinet repair, lock repair or replacement, smoke detector battery replacement or installation of new detectors, installation/removal of window guards, installation/removal of window blinds, caulking and sealant applications and all to be followed through to completion including post-inspection confirmation and reporting.

Grounds Maintenance: Including but not limited to mowing, planting lawns, trimming shrubs and trees to be followed through to completion, including post-inspection confirmation and reporting.

Maintain an Inventory of Tools/Equipment, Supplies, and Furniture: Provide and maintain an adequate supply of Tools. Maintain equipment, cleaning/maintenance supplies and furniture in a professional manner to general industry standards.

Additional Responsibilities:

- Maintain routine department records



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- Develop and implement preventative maintenance programs
- Frequent Travel
- Coordinate the work of vendors
- Attend staff and management meetings
- Utilize Work Order Software to schedule, communicate, and plan workload, including for routine and event-specific tasks
- Maintain the key and lock program
- Establish and manage pest control program
- Respond to off hour's critical calls to resolve facility issues / Rotation of On-Call Schedule
- Coordinate with other departmental supervisors and contractors
- Other duties as assigned by supervisor or other management

Requirements

- High School Diploma or GED
- Proficient in English
- Familiar with Microsoft Word, Excel, Outlook, and Acrobat Adobe
- Familiar with Property Management Software such as AppFolio
- Minimum of 2 Years' experience as a maintenance/facilities supervisor
- OSHA 30
- Live within 20 miles of the city of Boston
- Valid Massachusetts Driver's License
- Clearance of driving record / history (use of company vehicle)
- Remain on your feet as required
- Travel frequently between multiple properties
- Climb Stairs
- Climb ladders up to 6ft
- To lift 50lbs

COVID-19 Vaccine Policy

Effective, February 1, 2022, all Heading Home employees are required to be fully-vaccinated against COVID-19. New employees must present proof of full vaccination before their first day of employment.

EEO STATEMENT Heading Home, Inc. is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law.

TO APPLY: candidates can apply by submitting their resumes

to: Gcolangelo@headinghomeinc.org