

**Position:** Property Superintendent  
**Location:** Cambridge, MA  
**Department:** Property Management  
**Reports To:** Director of Field Operations

## About Us:

Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, repositioning and management of properties. Our disciplined approach, entrepreneurial mindset, depth of experience and focus on meeting the needs of our tenants and partners have produced an enviable track record and roster of tenants and investors. We approach every real estate transaction with passion, ambition, and dedication to superior service.

## Purpose:

Provide maintenance services to various properties within Cambridge in accordance with the standards and procedures of the Company. To provide our clients (owners, lenders, tenants, etc.) with the highest level of customer service available. Responsible for maintenance and repairs of base building equipment and for performing tasks that may be assigned the Director of Field Operations and other Property Management team members in an efficient and workmanlike manner, in the best interest of the Company, and in a fashion that promotes efficient and collaborative relationships.

## Responsibilities:

- Responsible for keeping all base building mechanical equipment records, logs, and time sheets necessary to maintain the building at the highest level of operational performance
- Assist in overseeing contracted vendors work performance and ensure adherence to all operational and safety policies
- Assist in the maintenance of plumbing, electrical, basic carpentry, specialty items such as doors, locks, door closures, furniture, or whatever general maintenance or electrical mechanical work is required

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- Repair equipment in his/her area of responsibility, escalating to supervisor as necessary, and taking into consideration impacts to the Tenants at all times
- Perform daily building rounds to check all base building equipment and keep accurate log sheets as required
- Respond to and complete tenant work order requests
- Participate in on call rotation for off-hours emergency response
- Analyzing problems and identify corrective measures
- Maintain and check blueprints, and assist with tenant buildouts as needed
- Utilize Building Engines, or any other maintenance software, to track time, parts, repairs, tasks, etc. for all work completed, to include work orders and preventative maintenance
- Cooperate with and assist others in a common effort to promote goodwill and company growth
- Complete all required OSHA outreach 30-hour - General Industry training
- Keep accurate time sheets
- Perform additional duties, as requested, by the Director of Field Operations

## Requirements:

- Previous experience working in commercial properties, particularly office, preferred
- Must be a motivated self-starter with strong work ethic
- Must be computer savvy with history working with computerized work order and preventative maintenance software systems, and Microsoft Office and Outlook (prepare reports, format spreadsheets, communicate via email).
- Minimum of 3-5 years of experience in building/property maintenance
- Knowledge of HVAC systems/maintenance, refrigeration, cooling tower water chemistry, control systems, electrical, plumbing, energy management systems and other building mechanical equipment
- Ability to perform basic general maintenance, i.e., light carpentry, painting, minor electrical, locksmithing

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- Positive attitude with strong interpersonal and organizational skills
- Ability to read and work from blueprints, schematics, diagrams, etc.
- Awareness on current issues relating to building operations and maintenance, including CFC, IAQ, etc.
- Ability to effectively perform work in accordance with governmental and other regulatory agencies (including EPA, OSHA, etc.)
- A valid driver's license
- Ability to communicate with multiple disciplines both technical and non-technical
- Knowledge of Building Management Systems (BMS)/energy conservation is essential
- Strong communication skills both written and verbal
- Physical requirements include, but are not limited to, prolonged periods of walking and standing, must be able to climb a ladder, bend, and crawl, and the ability to lift up to 50lbs from time to time.