



# Vermont State Housing Authority

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## NOTICE OF OPEN POSITION

### Property Superintendent – Rutland and Addison Counties

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**About VSHA:** Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

**Position:** VSHA's Property and Asset Management team manages apartment and mobile home communities throughout Vermont that provide safe, decent housing to people with affordable housing needs. Working with a team that includes the Director of Maintenance, Property Managers, and Site Specialists, Property Superintendents have an essential role in making these communities great places to live.

The three VSHA-managed rental properties in the Addison/Rutland counties region are in need of a Property Superintendent. Based at the Middlebury Commons location, the Property Superintendent will coordinate and perform general building and grounds maintenance, conduct inspections, manage maintenance-related recordkeeping, communicate and interact with residents, work collaboratively with the VSHA property management team and independently to address and resolve maintenance issues.

The Property Superintendent is a hands-on, active position with primary responsibilities for building and grounds maintenance, and also includes opportunities for community involvement. The nature of the work allows for and requires some schedule flexibility, as well as on-call coverage.

#### Qualifications and Requirements:

Among the qualifications needed to successfully perform their job duties, Property Superintendents must have the following:

- Substantial experience in building maintenance, repair work, or the construction/skilled trades, with high school completion or equivalent (preferred).
- Ability to independently plan, initiate, and complete projects and tasks according to schedules and deadlines and according to budget.
- Ability to perform general maintenance and repair work, with basic painting, carpentry, and grounds maintenance skills.
- Good organizational skills as needed to maintain recordkeeping systems.
- Strong interpersonal communications skills, with the ability to respectfully interact with residents, staff, vendors/contractors, and the general public.
- Strong work ethic, reliability, dependability.
- Ability to exercise sound judgement and to maintain a calm demeanor in challenging situations.

**Compensation and Schedule:** The compensation for this full-time position includes hourly pay at \$18.11 and generous benefits that include health insurance, dental insurance, retirement plans, and paid time off.

**To Apply:** Please email your cover letter and resume to [careers@vsha.org](mailto:careers@vsha.org) or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602.

*Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.*