

# Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • [contact@vsha.org](mailto:contact@vsha.org)

## NOTICE OF OPEN POSITION

### Property Superintendent – Northfield VT

March 10, 2026

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:** Responsible for maintenance and appearance of assigned portfolio ensuring all work orders and other maintenance needs are serviced both timely and accurately in accordance with the high standard expected for a VSHA managed property and within approved budgets.

**ESSENTIAL FUNCTIONS** include

1. Generates work orders as necessary and complete work order assigned. Includes preventative, routine, and emergency repairs work to carpentry, doors, hardware, windows, screens, walls, appliances, flooring, roofs, gutters, plumbing, heating, and electrical.
2. Responds to emergency maintenance calls when on stand-by or in other rare cases i.e. natural disasters, fires, etc...
3. Cleans and maintains all indoor common and maintenance work areas paying particular attention to cleanliness, lighting, and safety items, making corrections, or alerting a supervisor as needed.
4. Upkeeps the grounds which may include mowing, trimming, edging, mulching, pruning, planting, snow shoveling, salting, sanding, trash pickup, and repair of site features.
5. Paints units, hallways, common areas, and building exterior and exterior components.
6. Prepares unit for re-occupancy which could include removal of items, cleaning, painting, flooring, and repairs.
7. Conducts work in a safe and professional manner in accordance with VOSHA/OSHA requirements, utilizing safety gear and equipment (PPE) that meets the needs of the work being conducted. Inspect and maintain all tools and equipment to be sure they are in good condition and free from cracks, damage, tears, expiration dates, empty. Immediately replace routine items (i.e. goggles, gloves) and/or alerts supervisor for larger items (i.e. ladders).
8. Coordinates, and oversees the work of all outside contractors working at an assigned property to ensure they are performing the work to VSHA standards; report concerns to supervisor.
9. Performs related work as required or assigned.

## REQUIREMENTS:

- Education: High School Diploma or equivalent plus apprenticeship level of knowledge in the building and construction trades.
- Experience: Minimum three years' experience in maintenance, repair work, or construction.
- Must possess a valid driver's license. Dependable private means of transportation and carry automobile liability insurance of at least \$50,000.

## Skills and Abilities:

1. Must possess a good work ethic and take pride in work.
2. Must be reliable, dependable, and able to handle routine and emergency situations in a logical, level-headed manner and respond in a timely manner.
3. Must be able to perform the physical demands of the position.
4. Must be able to understand and work within budgets, estimate materials, and to order and control material use.
5. Must be able to plan, initiate, and complete work in a timely manner doing so accurately and with minimal supervision and the exercise of good judgement in the execution.
6. Must be able to meet deadlines.
7. Must possess organizational skills necessary to maintain effective reporting and record keeping systems.
8. Must have strong interpersonal skills; must exercise a high degree of confidentiality and have the ability to communicate effectively and work well with residents, contractors, co-workers, supervisors and the general public.
9. Must have basic knowledge of electrical, plumbing, heating systems.
10. Must have entry-level knowledge of methods, technology, practice, tools, and materials used in building and mechanical maintenance and repair work.
11. Must be able to adhere to VSHA work schedules, rules and regulations
12. Must be able to respond to emergencies during non-work hours and be reachable by pager or telephone during the workday and when on standby duty.
13. Must possess and be skilled with basic hand tools.

## Working Conditions & Physical Demands

1. Physical ability to bend, crouch, climb, lift, and move objects up to 150 lbs, up and down stairs utilizing appropriate equipment as necessary.
2. Must be able to go up and down stairs and climb ladders.
3. Must be able to utilize appropriate equipment including power tools as necessary.
4. Regularly exposed to hazardous environments.
5. Work in all weather conditions.

## Technical Demands:

1. Ability to utilize with efficiency property management software and assigned hardware.
2. Ability to proficiently use basic office equipment including computers, fax machines, copiers, etc.

Status: Open to internal and external applicants. This position is covered by a Collective Bargaining Agreement.

- Pay Grade 6
- FLSA: Non-Exempt
- Salary: \$22.58/hour; \$46,966.40/annual

To Apply: Please submit your application materials (resume, cover letter, and application) to [careers@vsha.org](mailto:careers@vsha.org) or Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at [vsha.org](http://vsha.org).

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*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.*