



St.Nicks Alliance

Where Opportunity Grows

Superintendent

The **Resident (live-in) working Superintendent** under the direct supervision of the Area Property Manager performs maintenance and upkeep of assigned property managed by the St. Nicks Alliance duties include but not limited to: maintenance of building systems, inspections, cleaning, and preventive maintenance, snow removal, compliance with laws, vacancy preparation, and corrective maintenance. The Superintendent must be in full uniform at all times and ensure that all staff under his/her supervision is in compliance. **The Superintendent must be able to lift up to 50 lbs., go up and down the stairs and climb 6 ft. ladder.**

Responsibilities

- The Superintendent is responsible for emergency coverage of the building(s) 24-hours/7 days per week and on-call. In addition, the Superintendent will participate in the emergency coverage of all other properties, as requested by the Managing Director of Asset & Property Management, Director of Property Management and Assistant Director of Property Operations and perform other duties as assigned.
- Have working knowledge of all systems: Heating and Hot Water, Roofing, Building Envelopes, Plumbing, Electrical, Compactor, Fire Control and Sprinkler System, Elevator, and landscaping.
- Supervise all maintenance contracts, including elevator, fire alarm, trash removal, snow removal, and landscaping activity.
- Maintain a "Building Information Log-Book" to include equipment model, capacity, renewal of permits, license, annual test, in-house inspection, and service contract provider.
- Coordinate with the Area Property Manager in set-up, take down and access of any scheduled activity or visits/inspection hosted at the assigned properties.

Qualifications

1. Minimum of three (3) years janitorial/cleaning experience and building maintenance.
2. Minimum mechanicals but should have experience with at least; elevators, HVAC/PTAC, boilers, hot water heaters, booster pumps, exhaust fans, etc.
3. Knowledge of basic repairs, plumbing repair, electrical troubleshoot
4. Knowledge of building systems including: boiler, heater, compactor and City ordinance.
5. Driver's License, ability to transport within city limits. **Own vehicle preferred.**
6. Must Possess Certificate of fitness for standpipe and sprinkler system: S-12, S-13 & S-95
7. Must have their own tools.
8. **Applicants will be required to take a skill assessment test.**

Compensation: \$45,000 to \$55,000, commensurate with experience; Health, Dental, and other benefits **If interested, please send resume and cover letter indicating salary requirements to:**

St. Nicks Alliance
Superintendent Search
2 Kingsland Ave, Brooklyn, NY 11211
Fax: 718-486-5982
Email: housingjobs@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily in neighborhoods of North Brooklyn. Its programs impact 17,000+ residents annually in the areas of: Housing Development and Management; Tenant Assistance; Workforce Development; Youth and Education; Economic Development and Eldercare.