

Superintendent

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time superintendent** for our JOE Central Brooklyn (various properties) location in East New York, Brooklyn.

What you'll do:

The superintendent, under the direct supervision of the assistant director of Property Operations and the area property manager, performs maintenance and upkeep of assigned property managed by St. Nicks Alliance.

The superintendent must always be in full uniform and ensure that all supervised staff are also in compliance. **The superintendent must be able to lift up to 50 lbs., go up and down stairs, and climb 6 ft. ladder.**

Specific duties include, but are not limited to:

- Provide maintenance of building systems
- Conduct inspections, cleaning, preventive maintenance, and snow removal
- Be in compliance with laws, vacancy preparation, and corrective maintenance

Essential Job Functions

- 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
- Working knowledge of all systems: heating and hot water, roofing, building envelopes, plumbing, electrical, compactor, fire control and sprinkler, and elevator
- Supervise all maintenance contracts, including elevator, fire alarm, trash removal, snow removal, and landscaping activity
- Maintain a "Building Information Logbook" to include equipment model, capacity, renewal of permits, license, annual test, in-house inspection, and service contract provider
- Maintain building systems, keep them operable and within appropriate code compliance
- Other duties as needed as directed by the managing director of Property Management, assistant director for Housing, and deputy executive director for Housing

REAC Inspection

- Conduct quarterly inspections to certify buildings, which are covered by U.S. Department of Housing and Urban Development (HUD), are ready for a REAC inspection
- Assist with other properties requiring REAC inspections, as needed and directed by the managing director of Property Management, assistant director for Housing, and deputy executive director for Housing

Compliance with Laws

- Work with the property manager in developing a plan for complying with regulatory laws
- Perform tasks associated with housing/funding compliance
- Cohere to Sanitation Rules and Regulations for proper disposing of waste including mattresses, furniture, hazardous materials, electronics, recycles, cardboard, and mix paper

Team Development

- Provide direction, leadership, and training to the maintenance team on various repairs, installations, and new or revisions of building codes and building systems
- Assist in providing constructive feedback on areas of improvement to all clusters

What we are looking for:

- Minimum of three (3) years janitorial/cleaning experience and building maintenance
- Minimum mechanicals but should have experience with at least: elevators, HVAC/PTAC, boilers, hot water heaters, booster pumps, exhaust fans, etc.
- Knowledge of basic repairs, plumbing repair, electrical, and troubleshooting
- Knowledge of building systems (including boiler, heater, and compactor) and city ordinances
- Possession of a valid driver's license and vehicle for transportation
- Must possess and have active the three certificates of fitness for standpipe and sprinkler system: S-12, S-13 and S-95.
- Must have their own tools and steel-toe boots.

What's in it for you:

- compensation range: \$45,000-\$50,000 per year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Applicants should send a resume with a cover letter indicating salary requirements to cjbrown@stnicksalliance.org and housingjobs@stnicksalliance.org with "Attention: Superintendent (JOE Central Brooklyn) Search" as the subject line.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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