

## Maintenance Supervisor

### 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 maintenance supervisor** for multiple sites across Brooklyn.

### What you'll do:

The maintenance supervisor is under the direct supervision of the director of Property Management and will be based at our 2 Kingsland Ave location. This role oversees asset management goals, including capital and preventative maintenance planning, as well as higher-level guidance of day-to-day property maintenance and repair of properties under St. Nicks Alliance. This position has co-supervision of the 40+ Property Management maintenance staff. The responsibilities include, but are not limited to, operations, maintenance of building systems, inspections, preventive maintenance, coordination of snow removal activities, compliance with local laws, apartment turnovers, and corrective maintenance. The maintenance supervisor must be able to lift up to 50 lbs., go up/down building stairs, and climb 6 ft. ladders.

### Essential Job Functions

- Assist with vendor management, vendor list and the use of third-party vendors
- Determine whether work requires an outside contractor. If so, apply the 3-bid protocol documentation
- Perform purchase order entries, in alignment with agency policy, in the accounting module of Real Page property management software, to accompany vendor invoices after work performed and verified
- Develop and maintain an inventory tracking system of supplies and tools, as well as logging and monitoring these items and the consumption in the facilities module of Real Page property management software
- Monitor completion of maintenance repairs through the use of Real Page, reviewing the completion and the quality of completed repairs/close-out work orders when needed
- Schedule maintenance personnel to allow access for meter readings and pest control visits to the properties
- Maintain open communication with superintendent(s) on call for emergency assistance.
- Assist in coordination with government agencies, and overall site inspections as needed
- Provide the final layer of confirmation to ensure all violations are cured and have been signed off to allow area property managers to follow up with required agencies
- Assist in the showing of units for tenant prospects, agency inspections for voucher approval, etc.
- Plan, execute, and monitor preparation of all-weather emergencies in conjunction with Area Property managers and superintendents.
- Work with the director of Property Management and CDC President to implement plans to reduce overall portfolio maintenance expenses; the plan should include steps to reduce the use of outside vendors and increase in-house repairs

### General Maintenance

- The Maintenance Supervisor serves as the second line of contact for emergency coverage of the building(s) 24-hours/7 days per week and on-call. In addition, the Maintenance Supervisor will participate in the emergency coverage of all other properties, as requested by the director of Property Management
- 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



# St.Nicks Alliance

*Where Opportunity Grows*

- Ensures that each building is equipped with a current “Building Information Logbook” to include equipment model, capacity, renewal of permits, license, annual test, in-house inspection, and service contract provider
- Review and update the preventative maintenance schedule for each building to maintain upkeep and ensure that the schedule is followed as designed
- Ensure the maintenance of operable building systems within appropriate code compliance
- Attend department/staff meetings and collaborate with internal departments to effectively provide service to all buildings
- Ensure that maintenance, registration, and inspection of the maintenance truck is up to date; keep mileage and cost schedule on truck (i.e. gas usage, oil change, etc.); provide details to the administrative assistant of Housing for tracking

## **REAC/INSPIRE Inspection & Capital Improvement**

- Conduct quarterly inspections to certify buildings, which are covered by the U.S. Dept. HUD, and that they are ready for a REAC/INSPIRE inspection.
- Assist with other properties requiring REAC/ INSPIRE inspections as needed and directed by the director of Property Management and president of CDC
- Inspect jointly with the maintenance personnel all units upon vacancy to determine the scope of work required to prepare the unit for occupancy
- Support the implementation of recurring procedures i.e. property inspections, incident log/reporting, CAPEX (Capital Expenditures) list
- Participate in quarterly inspections geared towards CAPEX planning
- Point person for input on new developments and capital needs assessment of properties.

## **Staff Supervision**

- Develop a robust training curriculum to upskill maintenance staff in courses and workshops designed to improve their skills internally and externally for plumbing, electrical, heating systems, maintenance and repair, etc.
- Develop a Core-competency Assessment for superintendents, maintenance technicians, and custodians to assess baseline skill set and work on a professional development plan for each
- Assist in compliance with all superintendents to maintain active certifications of S12, S13, and S95.
- Develop a preventive maintenance plan jointly with the superintendents, area property managers and director of Property Management
- Co-supervision of maintenance staff with property managers

## **Compliance with Laws**

- Work with the assistant director of Operations in developing a plan for complying with regulatory laws
- Perform tasks associated with housing/funding compliance
- Ensure buildings are current and are adherent to all applicable local laws

## **Team Development**

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

## **What we are looking for:**

- Minimum of three years of experience supervising maintenance staff and overseeing building maintenance
- Minimum mechanicals but should have experience with: elevators, HVAC/PTAC, boilers, hot water heaters, booster pumps, exhaust fans, etc.
- Knowledge of basic repairs, plumbing repair, and electrical troubleshooting.
- Knowledge of building systems, including boiler, heater, compactor and city ordinance.
- Possession of a valid driver’s license



- Must possess and have active the three certificates of fitness for standpipe and sprinkler systems (S-12, S-13 and S-95) or be able to obtain these within 90 days of employment

**What's in it for you:**

- compensation range: \$80,000-\$90,000 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 St. Nicks Alliance with the subject line “Attention: Maintenance Supervisor Search” to [cmorrison@stnicksalliance.org](mailto:cmorrison@stnicksalliance.org) and [housingjobs@stnicksalliance.org](mailto:housingjobs@stnicksalliance.org).

*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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