St.Nicks Alliance
Where Opportunity Grows

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 Kingsland Commons property located on Maspeth Avenue in Brooklyn.

What you'll do:

Under the direct supervision of the Senior Property Manager, the superintendent will perform maintenance and upkeep of Kingsland Commons, a brand-new 311-unit construction building managed by St. Nicks Alliance. Duties include, but are not limited to, building walk-throughs and punch list review with the General Contractor, inventory and management of attic stock, training for building systems, filing and storing of equipment manuals, inspections, cleaning, and preventive maintenance, snow removal, compliance with laws, vacancy preparation and corrective maintenance. 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.**

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 as requested by the Director of Property Management & the Assistant Director of Property Operations, and will perform other duties as assigned.
- Working knowledge of all systems: heating and hot water, roofing, building envelopes, plumbing, electrical, compactor, fire control and sprinkler, elevator, and landscaping
- 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

Various City and State Agency Inspections

- Conduct quarterly inspections to certify that the building is ready for city or state inspections
- Prepare for all aspects of inspections as needed and directed by the Director of Property Management and Assistant Director f Property Operations

Compliance with Laws

- Work with the property manager in developing a plan for complying with regulatory laws
- Perform tasks associated with housing/funding compliance
- Adhere to Department of Sanitation rules and regulations for proper disposing of waste including mattresses, furniture, hazardous materials, electronics, recyclables, cardboard, mix paper, and compost

Team Development

- Provide direction, leadership, and training for 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 maintenance staff

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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, and electrical troubleshooting
- Knowledge of building systems (including boiler, heater, and compactor) and city ordinances
- Possession of a valid and active driver's license
- 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: $95,000 per year
- 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
- An on-site superintendent apartment will be provided in the brand new building following the successful completion of the 90-day introductory period

How to apply:

Applicants should send a resume with a cover letter indicating salary requirements to **iandara@stnicksalliance.org** and

housingjobs@stnicksalliance.org with "Attention: Superintendent- Kingsland Commons 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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