



**Position:** Handy Person  
**Location:** Bronx, NY  
**Reports to:** Assistant Director  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required  
9am – 5pm

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### **About Jericho Project**

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 33-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

Jericho Project is seeking a full-time experienced handy person for a 52 unit SRO supportive housing residence. The handy person may be required to work after regular work hours for emergencies and special situations.

#### **Responsibilities:**

- Under the supervision of the Assistant Director, assists in establishing weekly work priorities and schedules work to comply with these priorities.
- Performs on-going preventive maintenance according to established schedules and notifies assistant director of progress or lack of progress in meeting schedules.
- Performs miscellaneous maintenance and repair tasks on buildings, grounds, and property that require skills in one or more of the following trades: carpentry, painting, plumbing, plastering and others.
- Adjusts, maintains, and cleans all machinery and equipment, as required particularly to maintain such in compliance with all the rules and regulations, including heating, plumbing, motors, fans, and electrical plants.
- Accountable for work performed, materials and supplies utilized in conjunction with the labor.
- Other duties as assigned.

#### **Requirements:**

- Available to work after normal work hours and to be on-call for emergencies and special situations.
- Strong knowledge of trades such as plumbing, electricity and carpentry. Ability to apply knowledge in these fields.
- Knowledge of relevant NYC Sanitation, building and maintenance rules, regulations and codes.
- Ability to receive and carry out oral and written instructions.
- Capability to plan and schedule work and complete work orders.
- Aptitude to make clear and concise decisions quickly and effectively when under work related pressure.

- Capability to communicate orally and in writing so as to be readily understood by others.
- Ability to work harmoniously with others.
- The ability to communicate clearly and concisely both verbally and in writing.
- High School Diploma or GED.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **Handy Person**

245 W. 29<sup>th</sup> Street, Suite 902

New York, NY 10001

Fax 646.624.2301

careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*