



Position: Superintendent- Fordham
Location: Bronx, NY
Reports to: Manager Building Operations
Hours: Full-time/40 hour per week, some evenings/weekends required

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 37-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full-time superintendent who will provide direct oversight of a 76-unit supportive housing residence. The superintendent may be required to work after regular work hours for emergencies and special situations. **Please Note: This is "not a live-in" position.**

Responsibilities:

- Under the supervision of the MBO, assist with the daily operation and maintenance of the building.
- Perform in-house preventative maintenance check on building equipment's and notify MBO if there are any issues that need immediate attention.
- Conduct daily maintenance and repair tasks on apartments and other Jericho Project property that require skills such as: carpentry, painting, plumbing, plastering and others.
- Ensure that all common areas including water pumps are properly maintained throughout the building.
- Oversee equipment repairs by outsourcing outside service technicians. Ensure that time costs and material charges are properly recorded against specific work.
- Supervise porter and delegate work assignments.
- Ensure that inventory of all material and supplies for the building are completed on a monthly basis and given to MBO.
- Ensure that all work orders are signed by the tenants once they have been completed.

- Complete annual porter evaluations.

Requirements:

- Available to work after normal work hours and to be on-call for emergencies and special situations.
- Experience dealing with gas boiler and knowledge of sanitation regulations.
- Ability to apply knowledge of trades such as plumbing, electricity and carpentry.
- Knowledge of relevant NYC housing building and maintenance rules, regulations and codes.
- Must possess strong oral, writing, communication skills.
- Ability to make clear and concise decisions quickly and effectively.
- Performs other duties as assigned.
- Minimum of one-year maintenance supervisory experience.
- Must be able to lift 50 or more pounds.
- Ability to respond to common inquiries or complaints from residents.

Compensation:

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

How to Apply:

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

Human Resources Department
Jericho Project
Job Code: **Superintendent- Kingsbridge Terrace**
245 W. 29th 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