



**Position: Handy Person**

Location: Harlem NY

Reports to: Manager of Building Operations

Hours: Full-time, 40 hours per week

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### **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 40 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 400 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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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:**

- Maintain overall maintenance repairs of building and tenant apartments.
- Skilled in Carpentry, Painting, Plumbing, Plastering and other similar trades to perform maintenance repair tasks on buildings, grounds and property.
- Perform on-going preventive maintenance according to established schedules and notify Manager of progress on a day to day basis.
- Follow up and follow through on all assigned repair jobs.
- Be able to assess inventory when supplies are running low and order as needed.
- Adjust, maintain, and clean all machinery and equipment, as required particularly to maintain such in compliance with all rules and regulations, including heating, plumbing, motors, fans, boilers and electrical plants.
- Accountable for work performed, materials and supplies utilized in conjunction with the labor.
- Assist with monthly apartment inspections.
- On-call to respond to emergency situations on site or when needed at other Bronx residential buildings
- Maintain a clean office space.
- Supervise porter of the residences to ensure that the cleanliness of the building is maintained according to Jericho policy and procedures.
- Other duties assigned.

**Requirements:**

- Available to work after normal work hours and to be on call for emergencies and special situations.
- Knowledge of trades such as plumbing, electricity and carpentry with the ability to apply knowledge in these fields.
- Knowledge of relevant NYC Property Management sanitation, building and maintenance rules, regulations and codes.
- Ability to lift 75lbs.
- Able to repair rooms to move in ready in a timely manner.
- 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.

***\*\*Veterans are strongly encouraged to apply\*\****

**Compensation:**

The salary range for this position is **\$43,680.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

**How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **Harlem-Handyman**  
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)*