



Position: Manager of Building Operations
Location: Bronx, NY
Reports to: Senior Manager of Building Operations
Hours: Full-time/40 hour per week, with ability to be on-call; occasional evenings or weekends may be required.

About Jericho Project

Jericho Project was founded in 1983 on the belief that every homeless individual can make transformational change towards a better life. Jericho is a growing and dynamic nonprofit supportive housing agency which is dedicated to recruiting and retaining highly qualified and motivated employees.

Our mission is to end homelessness at its roots by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential. Jericho provides supportive housing to formerly homeless and at-risk men and women through seven congregate supportive housing residences in Central Harlem and the Bronx and Supportive Apartment Program in the Bronx and several non-residential programs.

About the Position

The Manager of Building Operations oversees all property management functions at Jericho's Edith McGuire residence which is an 89-unit supportive housing residence and Loring Place, a SRO residence for 52 single adults. Both residences house former homeless individuals with disabilities.

Property & Office Management Responsibilities:

- Maintain safety and maintenance of building; conduct site's physical conditions reviews with Superintendent.
- Supervise and evaluate the work quality of maintenance and house manager (front desk) staff and other subordinates.
- In collaboration with Director of Maintenance, maintain accurate records of the condition of the buildings' systems; ensure that all equipment and facilities are working properly.
- Ensure timely completion of preventive maintenance and routine work orders and repairs.
- Attend hearings to rectify ECB, DOB, FDNY, DOS, and HPD violations.
- Coordinate purchasing of maintenance and office supplies for the site.
- Coordinate on-site special events.
- Schedule and conduct apartment inspections; maintain Housing Quality Standards at all times.
- Supervise building inspections, fire drills and ensure building's compliance with codes.
- Liaise with vendors.
- Coordinate volunteer events as requested.
- Coordinate capital projects in collaboration with Director of Building Operations.
- Maintain site's petty cash fund.
- Participate in preparing the building budget; maintain costs within the budget.

Rent Collection & Compliance Responsibilities:

- Supervise eligibility review for tenant selection process and participate in tenant interviews.
- Collect rent from tenants and reconcile with Finance department.
- Actively pursue rent arrears including attending Housing Court as needed.
- Maintain 5% or less vacancy rate; maintain 5% or less rent loss.
- Oversee compliance with leases and subsidy regulations including Low Income Housing Tax Credits, HOME, Section 8 (NYCHA) HUDVASH, DHCR rent registrations, annual lease renewals and the tax credit investor.
- Prepare and submit reports as needed including rent rolls, rent arrear reports,

Qualifications:

- Bachelor's degree required; Masters' degree is a plus, plus a minimum of one year in the Human Service field required, preferably with supervisory experience.
- Must have knowledge of Property Management related issues such as rent collection and completing housing application in Section 8 buildings.
- Must be a team player and possess good writing skills.
- Should possess good leadership skills and be capable of supervising staff.
- Computer literacy a must.

Compensation:

The salary range for this position is **\$63,000.00 to \$65,000.00 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 resume to:

Human Resources Department

Jericho Project

Job Code: **Manager of Building Operations – West Tremont and Loring Place**

245 W. 29th Street, Suite 902

New York, NY 10001

Email: careers@jerichoproject.org

No Telephone 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