



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

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### **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.

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### **About the Position**

The Manager of Building Operations oversees all property management functions at Jericho's Walton House, an 89-unit supportive housing residence for two populations: 33 units for young adults age 18-25 years old and 56 units for military veterans.

#### **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.

### **Requirements:**

- 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 **\$60,000.00 to \$63,000.00 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: **MBO - Walton**  
245 W. 29th Street, Suite 902  
New York, NY 10001  
Email: [careers@jerichoproject.org](mailto: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)*