



Position: Superintendent
Reports to: Manager of Building Operations
Hours: Full Time: 40 hours/week (Some evenings and weekends may be required)
Location: Bronx, New York

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 41-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 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

About the Position

Jericho Project is seeking a full-time experienced live-in superintendent for a 79 unit Permanent Supportive Housing residence that serve veterans. The superintendent may be required to work after regular work hours for emergencies and special situations.

Responsibilities:

- Under the supervision of the Manager of Building Operations assist in establishing weekly work priorities and schedules work to comply with those priorities.
- Performs on-going preventive maintenance according to established schedules and notifies Manager of Building Operations 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.
- Oversees equipment repairs by outside service technicians. Ensures that time costs and material charges are properly recorded against specific work.
- Control and monitor inventory.
- Coordinate and inspect work performed by outside vendors.
- Supervises porter and delegates work.
- Accountable for work performed and materials and supplies used in conjunction with the work.
- All other duties as assigned.

Requirements:

- Available to work after normal work hours and to be on-call for emergencies and special situations.
- Boiler Oil Test #2 License required.
- NYPD General Certificate of Fitness License.
- Strong knowledge of trades such as plumbing, electricity and carpentry. Ability to apply knowledge in these fields.
- Knowledge of relevant NYC housing building and maintenance rules, regulations and codes.
- Ability to receive and carry out oral and written instructions.
- Ability to plan and schedule work.
- Ability to make clear and concise decisions quickly and effectively.
- Ability to communicate orally and in writing so as to be readily understood by others.
- Ability to learn and use management software applications
- Ability to work harmoniously with others.

Compensation:

The salary range for this position is **\$48,500.00 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 with salary requirements and resume to:

Human Resources Department
Jericho Project
Job Code: **Live-In Superintendent, West Tremont**
245 W. 29th Street, Suite 902
New York, NY 10001
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.