



Position: Superintendent (Livein) – Melrose
Location: New York/Brooklyn/Bronx, NY
Reports to: [Title of Manager Position Reports to]
Status: Full-time, some evenings /weekends

About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

About the Position

Jericho Project is seeking a full-time experienced live-in superintendent. This building, will provide stable and long-term housing Supportive services will be provided on-site by the clinical team. The superintendent may be required to work after regular work hours for emergencies and special situations.

The FLSA status of this position is **Non-Exempt**.

Responsibilities:

- Under the supervision of the Director of Maintenance & Facilities and in close collaboration with the Manager of Buildings, 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.

ADA SPECIFICATIONS

This position is largely sedentary in nature; however, one must be able to speak, hear, see, and write, as well as use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel required, and may involve longer weekday/weekend commitments to complete related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Compensation:

The salary range for this position is **\$50,000.00 to \$55,000.00 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 resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Superintendent (Livein) – Melrose**
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