Position: **Superintendent – Kingsbridge Terrace (Off Site)**
Location: Bronx, NY
Reports to: Manager of Building Operations
Status: **Non-Exempt**, 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 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 to be readily understood by others.
- Ability to learn and use management software applications
- Ability to work harmoniously with others.

ADA Specifications:
This position requires the ability to lift up to 50 lbs. Ability to travel to various sites. One must possess the ability to speak, hear, see, and write as well as the ability to use a computer and related software programs. Local and/or national travel required and may require some longer weekday/weekend commitments to accomplish related business projects or meet deliverables.

EQUAL OPPORTUNITY EMPLOYER
We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.
We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

DISCLAIMER
This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization.
The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Compensation:
The salary range for this position is **$54,000.00** ***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 – Kingsbridge Terrace (Off Site)
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 diverseapplicant pool. www.jerichoproject.org