

Building Superintendent

The **Superintendent** under the direct supervision of the Maintenance Supervisor performs maintenance and upkeep of properties managed by the St. Nicks Alliance. St. Nicks Alliance manages properties primarily in the North Brooklyn Area.

Responsibilities

- Primary staff responsible for the upkeep of properties designated by St. Nicks and oversees any other maintenance staff (porters, handyman) or contractors carrying out work.
- The Building Superintendent is responsible for emergency coverage of the building(s) at all times and will have an employer provided apartment to facilitate availability on-site.
- Maintain building systems in excellent working condition, with working knowledge of all systems: Heating and Hot Water, Roofing, Building Envelop, Plumbing, Electrical, Compactor, Fire Control and sprinkler system, Elevator and landscaping.
- Receive, prioritize and carry out work orders for corrective maintenance from tenants & staff.
- Insure the proper daily and weekly cleaning of the properties.
- Assist the Maintenance Supervisor to develop a plan for complying with the laws regulating the property including providing access and compliance for service contracts and warranties inspections.
- Perform tasks to prepare vacancies for re-occupancy as required including joint inspections, with Property Manager, of any unit within 3 days after vacancy.
- Perform weekly and monthly inspections of the property and annual inspections of all apartments.
- Assist Maintenance Supervisor to develop and implement a preventive maintenance plan for the properties
- Determine, jointly with Maintenance Supervisor, scope of work needed for an outside contractor and supervise all work performed by outside contractors
- In addition, the Superintendent will assist in the emergency coverage of all other properties, as scheduled by the Deputy Director for Property Management and perform other duties as assigned.

Qualifications

Minimum of five years janitorial/cleaning experience and building maintenance. Knowledge of basic repairs and building systems. Must be personable and be able to communicate with co-workers and residents. Ability to work with minimal supervision.

Compensation: commensurate with experience; Health, Dental and other fringe benefits

If interested, please send resume and cover letter indicating salary requirements to:

St. Nicks Alliance
2 Kingsland Avenue
Brooklyn, NY 11211
Fax: 718-486-5982
Email: ilebron@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 35 year old not-for-profit community organization focusing primarily on the Williamsburg-Greenpoint neighborhoods in Brooklyn. Its programs impact more than 10,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.