

COOPER SQUARE MUTUAL HOUSING ASSOCIATION

59-61 East 4th Street, 4th Floor New York, NY 10003 Phone: 212-477-5340 Fax: 212-477-9328

Job Announcement

Cooper Square Mutual Housing Association *Maintenance Supervisor (Residential Housing)*

Status: Non-Exempt

Position: Full-time (35 hours/week plus overtime)

Compensation: \$60,000 -- \$80,000 commensurate with experience

Benefits: Full health and dental, generous vacation and sick time, simple IRA, voluntary flexible spending plan

Cooper Square Mutual Housing Association (“CSMHA” or “MHA”) is a nationally recognized non-profit, low-income housing organization formed in 1991 on the Lower East Side of Manhattan. All together, the organization is responsible for maintaining over 400 units of affordable housing in 26 buildings (scattered site). Our shop currently has a team of 12 porters, supers, mechanics and repair staff, plus office staff.

The ***Maintenance Supervisor*** is a key staff member in the organization. They must have extensive building maintenance experience, mechanical and repair experience and a strong working knowledge of all apartment building systems and operations. The Maintenance Supervisor supervises the work of all maintenance staff and candidates for this position should have a minimum of 5 years supervisory experience. Candidates should also have excellent communication skills, be highly organized, be able to plan work according to priority and be able to troubleshoot complex building system problems. The Maintenance Supervisor will work closely with, and report directly to, the Executive Director.

Responsibilities Include:

Supervision

- Supervise mechanics, supers and porters for all buildings.
- Track and prioritized work orders in response to resident complaints; ensure that all repairs are made in a timely manner.
- Coordinate the after-hours system for emergencies so that there is 24-hour coverage for all the buildings.
- Train all newly hired maintenance staff.
- Serve as a resource to teach staff new repair or maintenance skills and how to trouble shoot complex problems.

Planning, Coordination and Administrative Duties

- Plan, schedule and execute preventative maintenance (mechanical, electrical, plumbing and HVAC systems)
- Identify and address housing conditions, safety concerns, security concerns and other issues.
- Deal with vendors in order to request service and solicit bids for specialized work or projects.

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- Order and keep inventory of materials.
- Plan construction and major capital work with the Construction Consultant, Executive Director and appropriate vendors and firms.
- Maintain all building maintenance files and records.
- Routinely inspect work and buildings to assure buildings are maintained at a high standard.

Compliance and Safety

- Responsible for enforcing company policies and properly communicating policies to staff.
- Responsible for enforcing OSHA regulations and other safety standards and communicating those regulations/standards to staff.
- Responsible for ensuring Covid/pandemic safety protocols are adhered to in accordance with state and city health regulations.
- Coordinate with first responders in the case of any serious emergency.
- Address all violations (HPD, DOB, DOS, DOH, etc) in a timely manner.
- Ensure that all required information is posted appropriately in buildings.

Maintenance Work Duties and Required Skills

- Troubleshoot complex mechanical, plumbing, electrical and HVAC issues.
- Interpret blueprints, sketches, layouts, wiring, diagrams, drawings, and specifications for work as needed.
- Ensure that all boilers are maintained and are functioning properly.
- Supervise (and perform if necessary) high level repair work, including:
 - HVAC repair
 - Plumbing work
 - Electrical work
 - Machine and equipment repair
 - General carpentry, renovation and repair work
- Perform other duties as needed.

QUALIFICATIONS

- Minimum of 5 years supervisory experience.
- Minimum of 5-10 year experience with above duties.
- Technical expertise in all building systems and duties mentioned above is essential.
- Ability to efficiently trouble-shoot complex technical problems is essential; excellent follow-up and problem solving skills.
- Certifications are a plus (boiler operating certifications, fitness/safety certifications, etc).
- Excellent people skills are essential; ability to work with and communicate well with all types of residents and staff, ability to resolve conflicts calmly, respectfully and fairly.
- Effective communication skills required, including basic writing skills (to write letters, fill out forms, compose emails, create notices, etc.).

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- English fluency is required; Spanish fluency is highly desired; fluency in any other language is a plus.
- High level of understanding of NYC housing rules and regulations.
- Ability to maintain confidentiality regarding resident personal information and organizational information is essential.
- Ability to manage multiple tasks and shift priorities according to urgency; ability to stay organized and cool under pressure.
- Ability to work independently and as part of a team.
- Experience working in diverse, multi-lingual, and low- and moderate-income communities is essential.
- Experience working for a non-profit housing organization is a plus.
- Willingness to work evenings or weekends if emergencies occur.
- Willingness to help with organizational events or projects as needed.
- Respect for community, residents and co-workers.
- Commitment to CSMHA mission.
- **Commitment to equal treatment of all community members is essential.**
- A sense of humor is a plus.

COMPENSATION

Annual wage to be determined depending on experience. Cooper Square Mutual Housing Association offers a comprehensive benefits package including full health and dental insurance benefits (following a 90-day waiting period), voluntary flexible spending plan, simple IRA retirement plan, and paid vacation and sick time.

HOW TO APPLY

Please email resume or inquiry to:

Dave Powell,

Executive Director

dpowell@csmha.org

Please indicate "Maintenance Supervisor" in the subject line.

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Cooper Square Mutual Housing Association is an equal opportunity employer (EEO).