



MHANY Management Inc.
(A Mutual Housing Organization)
2-4 Nevins Street
2nd Floor
Brooklyn, NY 11217
Ph: 718-246-8080 Fax: 718-246-7938 www.mutualhousingny.org

MHANY Management, Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization that owns and manages over 2,000 affordable rental apartments throughout New York City and in Patterson, New Jersey. MHANY also provides free-of-charge counseling for first time home buyers and foreclosure prevention for homeowners. The successful candidate must believe in the core MHANY values and be driven by its mission to provide quality affordable housing to low- and moderate-income individuals and families.

POSITION: Director of Property Maintenance

JOB CATEGORY: Exempt

REPORTS TO: Executive Director

The Maintenance Director is responsible for the overall management and supervision of the Maintenance Department including oversight of Maintenance Field Supervisors and Maintenance Coordinators who are then responsible for over 40 direct service staff (resident superintendents, handymen and porters) that provide maintenance cleaning and repair service to over 200 residential properties) throughout New York City.

Job Responsibilities:

- Work directly with the Executive Director and Director of Asset Management and Operations to make sure that buildings are maintained in a safe, high quality manner and that funds and staff resources are used effectively and efficiently.
- Supervise all Maintenance Staff including Field Maintenance Supervisors and Maintenance Coordinators. Direct and indirect but active interaction with all building maintenance personnel.
- Work closely with Maintenance Field Supervisors, Maintenance Coordinators and field staff to ensure that work orders and tenant requests are scheduled appropriately and completed in a timely manner. If work cannot be completed by in-house staff, coordinate with Field Maintenance Supervisors to arrange for multiple competitive bidding for third party external contractor work. Vet proposals, review with ED and Director of Asset Management and Operations to select appropriate contractor and work with Field Maintenance Supervisors to coordinate the work by outside vendors and contractors. In cases where the costs exceed office thresholds, the Director of Maintenance will be responsible for ensuring that work is bid out properly per documented procedure.
- Work closely with Executive Director, Director of Asset Management and Operations and Maintenance Field Supervisors to review proposals and contracts for work to be undertaken by third party vendors and contractors.
- Manage the Maintenance Department expenses (repair and supply costs, payroll expenses, etc.). Implement the inventory tracking system currently in place and adjust accordingly to



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make more useful.

- Track maintenance and repair costs against yearly budgets and work closely with Executive Director, Finance Director and Director of Asset Management and Operations to ensure that the organization is running cost effectively.
- Coordinate the response to emergency repairs to make sure work is done properly and quickly as soon as an issue arises.
- Develop and implement preventative maintenance protocols and procedures to keep buildings in excellent shape, have necessary supplies on hand for emergencies and allow for timely and quality repairs of all work.
- Work closely with the Director of Asset Management and Operations and the Maintenance Field Supervisors to ensure that all city, state, lender and investor physical compliance work is completed and documented in an accurate and timely manner.
- Ensure that all buildings are in excellent condition at all times and would pass anytime of an emergency inspection.
- Approve repair and rehab expenses as necessary
- Develop capital plans with ED, Asset and Operations Director and Maintenance Field Supervisors.
- Work with Maintenance Field Supervisors to develop, coordinate and maintain field maintenance staffing schedules work times, and, assign cleaning duties and areas of responsibility.
- Coordinate with Maintenance Field Supervisors to ensure that buildings and units are inspected regularly; at a minimum, quarterly.
- Work closely with Maintenance Field Supervisors to ensure that building physical violations (NYC HPD, DOB, DSNY, DOMH) are kept to an absolute minimum and that the organization meets repair and correction timelines as imposed by the agencies.
- Develop ongoing and preventative maintenance repair plans for buildings and units and work closely with the Maintenance Field Supervisors and field staff to implement them.
- Oversee the work of all outside contractors to insure quality work at best price is done in a timely fashion.

Skill Set:

- Experience working with all levels of maintenance staff in a multifamily residential setting.
- Highly organized with the ability to manage and track multiple projects, work orders and outside vendor contracts.
- Comfortable performing hands-on maintenance work, field inspections and paperwork.
- Previous experience with residential electrical, plumbing and carpentry work.
- Keen eye able to quickly assess a situation, develop a work plan and with supervisor's consent take necessary steps to implement the work in an expeditious fashion.
- Follow up on each aspect of maintenance work (staff performance, complete work orders, quality control of internal and external staff, preventative action etc.)
- Familiarity with New York City systems overseeing building maintenance including Department of Buildings' violation system, NYC Department of Housing Preservation and



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Development's violation system, ACRIS, etc..

- Excellent written and verbal communication skills including ability to articulate to various audiences including senior office staff, maintenance staff (super, handymen and porters), inspectors, contractors and other vendors.
- Self-motivated and able to work with minimum supervision

Qualifications & Requirements

- College degree in building and property management or related field
- Prior experience with a multi-building, multi-unit residential rental portfolio
- Familiarity and willingness to travel city-wide and make on-site visits
- 5+ years related experience in supervisory role as property manager
- 5+ years managing field supervisory as well as maintenance staff
- 5+ years Construction plus Handyman experience important
- Certificates & training in management and multi-family maintenance required
- Bilingual English/Spanish preferred

Send resume and cover letter (in separate documents; not in email body) to careers@mutualhousingny.org.

Competitive benefit package offered

Salary commensurate with experience

MHANY is an equal opportunity employer