

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 Senior Mechanic (Residential Housing)

Status: Non-Exempt

Position: Full-time, 35 hours/week with overtime opportunities

Rate: Hourly \$25 -- \$38 depending on experience

Benefits: Full health and dental, vacation and sick time, simple IRA

Housing: is available in exchange for performing additional duties (*see "Compensation" below*)

Cooper Square Mutual Housing Association (CSMHA) is a nationally recognized low-income housing and non-profit 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, mechanics and repair staff, plus office staff.

The Senior Mechanic must have building maintenance experience, mechanical and repair experience and a working knowledge of apartment building systems and operations. The Senior Mechanic will work closely with, and report directly to the Maintenance Supervisor.

Primary Responsibilities

- Maintenance, operation and light repair of gas-fired, oil fired and dual system boilers;
- General plumbing and related repair work (work that would NOT require a plumber's license);
- General electric and related repair work (work that would NOT require a electrician's license);
- General carpentry, renovation and repair work (work that would generally NOT require an Alt 1 permit with Dept of Buildings) including, but not limited to: painting, plastering, caulking, installation of tile and flooring, installation of cabinets, installation of appliances, miscellaneous repair and mechanical work.
- Working with maintenance and office staff to fulfill work orders as above.
- Working with maintenance and office staff to identify, address and track housing conditions, code violations, safety concerns, security concerns and other issues.

Secondary Responsibilities

- Assisting and training other staff to perform the above duties;

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- Helping porters with garbage disposal, building cleaning and/or sweeping/keeping clean the sidewalk and curb in front of all MHA buildings when the organization is short staffed;
- Perform snow removal and salting in front of MHA buildings when the organization is short staffed;
- Perform other duties as needed.

QUALIFICATIONS

- Minimum of one-three year experience with above duties in multi-family housing is mandatory.
- Boiler operating certifications or related fitness/safety certifications are a plus.
- English fluency required; fluency in either Spanish **or** Cantonese **or** other Chinese dialect **is a plus** -- but **not required**.
- Excellent follow-up and problem solving skills.
- Good people skills: ability to work with and communicate well with all types of residents and all levels of staff.
- Effective communication skills, including basic writing skills (ability to write letters, fill out forms, compose emails, create notices, etc.).
- Basic understanding of NYC housing rules (including Housing Maintenance Code) and/or tenant/shareholder rights.
- Ability to maintain confidentiality regarding resident personal information and organizational information is essential.
- Ability to stay organized and cool under pressure.
- Ability to manage multiple tasks and shift priorities according to urgency.
- Ability to work independently and as part of a team; willingness to contribute ideas and take direction and receive constructive criticism.
- Experience working in diverse, multi-lingual, 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 equal treatment of all community members** regardless of age, race, ethnicity, religion, national origin, language, citizenship status, family composition, ability, health status, gender, gender identity, sexuality, income, source of income, occupation, employment status, education, appearance, lifestyle, involvement with criminal justice system, drug use, political affiliation, etc. **is essential**.
- A sense of humor is a plus.

COMPENSATION

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Hourly rate is \$25 -- \$38 depending on experience. Non-exempt staff are paid for all hours worked (no comp time) and eligible for over-time as per labor law. 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 leave time.

NOTE: Housing is available with this position as compensation for performing additional super's duties. If you are interested in housing, request additional information about that when you apply.

HOW TO APPLY

Please email resume or inquiry to:

Dave Powell,
Executive Director
dpowell@csmha.org

Please indicate "Senior Mechanic" in the subject line.

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