



Phipps Houses is one of the nation's oldest and largest not-for-profit developer/owners of affordable housing. It is a multi-faceted real estate organization, involved in the development, finance, construction and asset management of new and rehabilitated multi-family housing for low to middle income New Yorkers. Through its subsidiary, Phipps Houses Services, Inc., it conducts residential and some commercial property management, and its' tax exempt affiliate, Phipps Neighborhoods, provides human services to its development communities.

Title: Superintendent

Reports to: Director

Primary Function:

The **Superintendent** performs basic electrical, plumbing, mechanical, heating, and air conditioning work as well as some carpentry work. ***This is a live-in role.***

Duties and Responsibilities:

- Manage day to day maintenance and operations of the property.
- Ensure transition of apartment turnovers. This includes oversight of the punch list and acceptance process.
- Ensures the timely maintenance of all building operations and systems, including the coordination of preventative maintenance work.
- Ensure that the property passes all surveys.
- Maintains inspection logs for the sprinkler systems, fire extinguishers and other building systems.
- Coordinates with contractors for repair that is outsourced.
- Participates in the interviewing and hiring of maintenance staff.
- Purchases all maintenance supplies and keeps accurate inventory.
- Knowledge of the heating, and water systems in the building.
- In the absence of the custodian assist to sweep, mop, dispose of trash, and during inclement weather remove snow.
- Maintains fresh paint in the interior & exterior of the property
- Address all work ticket orders to make repairs in apartments.
- Prepare and provide facilities updates for Director and funder DHS.
- Utilizing Yardi to enter requisitions and follow up on purchase orders with vendors.
- Accepts deliveries and provides the packing slips to the administrative assistant.
- Utilizing Ultipro to approve time off request from custodians.
- Attending the hearings for any violations in the facility.
- Responsible for reporting any emergencies, and concerns to supervisor.

- Participate in supervision, staff meetings, and professional development trainings.

Qualifications:

- Qualified candidates will have a high school diploma, or a GED with two to three years' experience.
- Candidates **MUST** have the following **current** certifications: **S13 Standpipe, and S12 Fire Sprinkler. Candidates must be able to present these prior to the interview process.**
- Strong organizational skills, verbal and written communication skills are necessary.
- Must have strong problem solving skills.
- Must have superior customer service skills. Must be proficient at safety using tools associated with the job.
- Has knowledge of building codes and safety standards as set forth by the state and federal governments.
- Must be able to walk up and down stairs with tools and equipment. Must be flexible in order to address emergencies.

Please apply through our Career Portal using the following link:
<https://tinyurl.com/y63njktl>

