

HOPE COMMUNITY JOB DESCRIPTION

ASSISTANT FACILITIES MANAGER

Context

Hope Community, Inc. is a dynamic, not-for-profit community based neighborhood preservation corporation located in East Harlem. Hope Community procures financing for, and constructs, markets, and manages a diversified housing portfolio for households with special needs, and for low and moderate income. Hope Community currently manages 1,400 apartments through its participation in various federal, state, city, and private programs.

Reporting Relationships

The position of Assistant Facilities Manager reports directly to Facilities Manager and will also receive work direction from the Construction Manager

This position directly supervises the Dispatcher, Porters, Handymen and Superintendents.

Position Summary

This is a multiple incumbent position, and each incumbent has full accountability for property maintenance for their Hope Community building sites.

Key Accountabilities

Work Oversight and Supervision

- Oversee a team of Superintendents, Handymen and Porters.
- Supervises the maintenance dispatcher
- Follows up on all HQS and HPD violations
- Place orders and conduct inventory for every supply area.
- Have the ability to fill in for the maintenance dispatcher during sick, vacation or personal time.
- Conduct building inspections
- Respond to emergency calls during off hours (dispatching the superintendent or calling a vendor)
- Does and assist the Facilities Manager with special task and projects.
- Have the ability to fill in for the Facilities Manager during sick. Vacation and personal time.
- Does move out inspections and checks all vacant apartments to make sure there rental ready.
- Assist the property managers with any special projects and/or work order related issues.
- When called upon has the ability to perform maintenance task thru out Hope Community Inc. properties

Qualifications

- Certificate of fitness required
- Boiler's certificate required
- High School Diploma or GED required
- English and Spanish language sufficiency required
- 3 years previous related experience required
- Computer literate
- Hands-on action-oriented, detail-focused individual
- Commitment to, and enthusiasm for, promotion of Hope Community's mission.
- Ability and enthusiasm for working with staff at all levels of the organization in a collaborative team approach.
- Ability to exercise sound judgment concerning crisis management, and resident relations.

Salary 42K

Please send all resumes to HR @Hopeci.org

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