

122 Community Center, Inc.
150 First Avenue
New York, NY 10009

Position Description

Building Superintendent (30/35 hrs/wk)

The Building Supervisor is responsible for the ongoing maintenance and safety of 122CC including all (non-theatrical) electrical, plumbing, elevator, life safety and mechanical systems and waste management. This includes the supervision of related contract workers, as well as coordination of inspections, service contract repairs, building supply orders (LEED compliant), emergency preparedness and operating procedures. General items of responsibility include:

- Oversee and supervise all repairs and perform minor repairs as necessary.
- Manage daily operation of Integrated Security Management System including the building access Security Log.
- Daily visual inspections including:
 - Perimeter doors, interior stairwells and all common areas
 - Bathroom fixtures, janitorial closets
 - Fire extinguisher units, Automated External Defibrillator
- Supervise contractors for:
 - Common Area Interior Cleaning Contractor
 - Major repairs.
- Common area trash and recycling removal according to NYC regulations, including bulk items and the safe disposal of electronics and other items as required.
- Manage Exterior Cleaning to include:
 - All perimeter sidewalks, gated entries and enclosures and the interior courtyard
 - Snow removal and sidewalk salting
 - Keep the outside perimeter; entry and courtyard clear of loiterers.
- Maintain good communication with all resident organizations' staff, participants and audiences.
- Maintain cordial relations and responsiveness to neighbors and the general public.
- Oversee concessionaire's compliance with maintenance and noise requirements (future item).
- Work closely with the building manager and attend bi-weekly resident organization maintenance meetings.

Requirements

- Certified Fire Warden and all Certificates of Fitness as required by NYS law.
- First call on the emergency call list.

Please send cover letter, resume, and three references to: Kathy Cullen, Building Manager at above address or at katrcullen@cs.com. Application deadline: September 21, 2018.