Superintendent

The **Superintendent** under the direct supervision of the and Assistant Director of Building Maintenance and Training performs maintenance and upkeep of assigned property managed by the St. Nicks Alliance by providing a safe and adequate living/working environment for the tenants and assigned staff. Duties include: Maintenance of building systems, inspections, cleaning, and preventive maintenance, compliance with laws, vacancy preparation and corrective maintenance. The Superintendent must be in complete uniform at all times and ensure that all staff under his/her supervision is in compliance. The Superintendent must be able to lift up to 50 lbs., go up and down the stairs and climb 6 ft. ladder.

The Superintendent is responsible for emergency coverage of the building(s) 24-hours/7 days per week and on-call. In addition, the Superintendent will assist in the rotating emergency coverage of all St Nicks properties, as standard departmental practice and take corrective action.

- Maintain a “Building information Log-book” to include: equipment model, capacity, renewal of permits, license, annual test, in-house inspection and service contract provider.
- Coordinate with the Property Manager in set-up, take down and access of any scheduled activity or visits/inspection hosted at the assigned properties.
- Supervise all maintenance contracts, including trash removal, snow removal and landscaping.
- Ability to read, speak and understand basic English to be able to complete initial skill assessment test, read service request and communicate with tenants.
- Maintain Building system operable and within appropriate code compliance
- Active certification: S-12, S-13, and S-95

**Essential Job Functions**

- Working knowledge of all systems: Heating and Hot Water, Roofing, Building Envelope, Plumbing, Electrical, Compactor, Fire Control and sprinkler system, Elevator and landscaping.
- Maintain all building systems in operating working condition
- Maintain Service Contracts and warranties current
- Establish and maintain inventory control system
- Quarterly building/Apartment Inspections
- On-going Preventive Maintenance plan
- Vacancy Preparation within 30-days of possession
- External and Internal Reporting
- Good oral & writing communications skills (Bi-lingual Spanish preferred).

**Employee’s Initials ___________**
Superintendent Job Description (page 2 of 2)

- Overall responsible for the cleanliness of each building, ensure sidewalk is clean of debris.
- Paint public areas and/or apartments
- Removal of snow or ice from sidewalks and exterior walkways. Scatter salt (if necessary) as indicated in preventive maintenance protocol.
- Available to work evening and weekend when necessary
- Possession of a valid driver’s license and vehicle for transportation
- Must own tools and steel toe boots

REAC Inspection
- Conduct quarterly inspections to certify buildings, which are cover by US HUD, are ready for a REAC inspection.
- Assist with other properties requiring REAC Inspections as needed and directed by the Director of Asset and Property Management, Assistant Director and Director of Housing.

Compliance with Laws
- Work with Property Manager in developing a plan for complying with regulatory laws. Perform tasks associated with housing/funding compliance.
- Cohere to Sanitation Rules and Regulations for proper disposing of waste including: mattresses, furniture, hazardous materials, electronics, recycles, cardboard and mix paper.

Team Development
- Provide direction, leadership and training to the maintenance team on various repairs, installation new/revision of building code and building systems
- Assist in providing constructive feedback on areas of improvement to other clusters including but not limited to: Jefferson Cluster LP and Watkins Clusters LP
- Perform any other duties assigned by the Director of Asset and Property Management, Assistant Director and Director of Housing.

____________________________________  _____________________
Employee’s Signature                                      Date