

Job Posting

POSITION

HVAC and Plumbing Mechanic

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

TBD

REPORTS TO

Maintenance Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for the proper maintenance and repair of RiseBoro and CPMI plumbing, mechanical, and HVAC systems.

- Oversees the portfolios plumbing, mechanical, and HVAC maintenance program the entire RiseBoro portfolio, including 3rd party management, residential and commercial properties.
- Responsible for ensuring that the portfolio is in compliance with all applicable plumbing, mechanical, DOB, and FDNY codes and regulations.
- Inspects properties according to the Maintenance Agreements and performs work as per contract.
- Identifies potential repairs or upgrades throughout portfolio.
- Follows the company policy regarding all mechanical vehicles
- Ensure all vehicles have proper tools and supplies at all times.
- Provide proper training to HVAC Helpers and Team.
- Provide daily updates of work performed.
- Reviews outside vendor/contractor proposals for accuracy and pricing with Maintenance supervisor.
- Certifies completion of plumbing and HVAC work performed by outside vendors/contractors
- Ensures that all plumbing, mechanical, and HVAC systems are performing at maximum efficiency.
- Other duties as assigned.

COMPETENCIES

- Ability to engage in telephone communications in a professional manner
- Ability to write and communicate effectively
- Ability to multitask

EDUCATION EXPERIENCE

- High School Diploma or equivalent
- Plumbing and HVAC experience required
- Licensed Plumber preferred
- Knowledge of Yard Management/ Maintenance program preferred



Knowledge of City and State agencies, programs, and development processes
Experience with contracting in New York City

SUBMIT RESUME TO

Jenny Bauzo, Assistant Director

Jbauzo@riseboro.org