

Job Description

June 1st, 2018

POSITION

Superintendent

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Commensurate with experience

REPORTS TO

Property Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

RiseBoro Superintendents are responsible for the daily maintenance and repairs of grounds and buildings including but not limited to: roofing, masonry, windows, sheetrock, plaster, plumbing, electrical, HVAC, painting, and doors and hardware. He/She will have the assistance of a Porter at the discretion of management. The property manager may delegate some responsibilities to Porters as necessary.

- On call 24 hours for emergencies
- Roof- Sealing, cementing, taring, cleaning and painting
- Masonry- Cleaning, sealing, repair cementing and scrubbing.
- Window and Frame-Replacement, sealing, painting, and cleaning.
- Sheetrock/Plaster-Holes from ½" and up, including taping, sanding, cleaning, replacement, and painting.
- Plumbing- Use of plungers, snakes (manual and/or electric), and chemicals to unclog and/or maintain clear drains in all apartments and buildings. Proper and safe use of propane torch, solder, and flux, pipe wrenches, and benders. Removal/replacement of existing plumbing fixtures to include lavatories, toilets, aerators, shower bodies, etc. Removal/installation of pumps.
- Electrical/Wiring-Installation and repair of inside and outside lighting and light fixtures, intercoms, door buzzers, alarms, etc.
- Boiler/Heating- Bleeding of pipes and radiators, installing valves, pitching radiators, adjusting timers. Programming Tekmar or other boiler controls, daily reporting on boiler control settings. Basic diagnosis and repair (if qualified i.e. boiler license).
- Painting-Touch-up and large scale painting, such as hallways, vacant apartments, basements, etc.
- Basement/Cellar-Securing doors, installing locks, dead bolts, hinges and hasps, Painting, sealing cementing.
- Daily Maintenance/cleaning
- Shoveling of snow, sanding, salting, and scraping will be done as the weather demands.
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- Apartment turnover
- **PHYSICAL REQUIREMENTS:** Supers are required to perform the physical requirements specified below:

(N = Never, O = Occasionally, F = Frequently, C = Continuously)

Lifting/ Lifting/Carrying	N	O	F	C	Activity	N	O	F	C
10 lbs. or less				X	Bend				X
11 - 20 lbs.			X		Squat				X
21 - 40 lbs.			X		Kneel				X
41 - 60 lbs.		X			Twist/Turn				X
61 - 100 lbs.		X			Climb				X
Pushing/Pulling					Crawl			X	
13 - 25 lbs.			X		Reach Above Shoulder				X
26 - 40 lbs.			X		Type/Keyboard			X	
41 - 60 lbs.			X		Driving				
61 - 100 lbs.		X			Automatic		X		
100+ lbs.		X			Standard		X		
Comments Supers are continuously on their feet and moving throughout the building and grounds.									

COMPETENCIES

- Basic Carpentry, Masonry, Windows, Doors, Roofing, Electric, Plumbing and HVAC diagnosis and repair

EDUCATION EXPERIENCE

- 3 years of Superintendent experience in comparable affordable housing buildings preferred
- All applicable FDNY licenses (S-12, S13, etc)
- 2 year Degree or Certificate in Maintenance or similar field
- Sustainability Training or certificate preferred

APPLICATION DEADLINE

Open

SUBMIT RESUME TO

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