



Job title: **Director of Maintenance**

Reports to: Chief Operating Officer

Salary: \$60,000-\$65,000

The Director of Maintenance will provide hands on direction and supervision to ensure the daily operation of Bronx House, Inc. runs efficiently. Responsibilities include oversight of day-to-day facility cleaning and maintenance functions, small and medium-scale renovations, and replacement of physical assets and related systems such as pool maintenance, HVAC, Elevators, Fire Alarm, Security Alarm, and building repairs.

Duties and Responsibilities:

- Direct the care, cleaning, maintenance, and repair of all facilities to ensure that properties and systems are maintained in a clean, operationally sound, welcoming, and aesthetically pleasing manner.
- Assist the Chief Operating Officer in the development and implementation of budgets, plans, policies, and procedures for the construction, renovation, operation, maintenance, preventative maintenance, and repair of the buildings, systems, grounds, equipment, and related technologies.
- Oversee of maintenance and janitorial inventory as well as assessing annual maintenance contracts.
- Arrange and manage repairs of all systems and oversight of vendors performing such repairs.
- Maintain HVAC, Fire Alarm/Sprinkler and Elevator service records including projects history and documentation, equipment warranties, owner manuals, vendor information, licenses, permits, citations, schedules, assets list, maintenance records, etc.
- Direct the prompt response to facility and operational emergencies. This can require unscheduled early morning, evening, and weekend work in response to emergencies and special situations.
- Serve as representative in resolving summons and other disputes related to facility matters.
- Act as liaison between engineers, contractors, vendors, and applicable city agencies (e.g., Department of Buildings, FDNY, NYPD, etc.).
- Obtain NYC Certified Pool Operators license within three months.
- Ability to communicate clearly with all levels of leadership and respond to emergencies 24/7.

Staff Supervision:

- Manage maintenance staff for three facilities. Supervision responsibility includes scheduling and overseeing work orders, approving payroll/timecards, and assisting with hiring, staff performance evaluation and training.

Qualifications:

- A minimum of 10+ years of experience as a facilities manager or equivalent, preferably 5 of which include managing staff.
- High school Diploma.
- Strong supervisory skills.
- Ability to work well with all levels of leadership, staff, members, and visitors.
- Ability to work independently with a high degree of reliability, accuracy, and productivity, and exercise independent judgment effectively in decision-making processes.
- Solid understanding of OSHA, FDNY/DOB code and building engineering.
- Fluent in the use of technology, and office suites such as Microsoft Office (Word, Excel, Outlook).
- Required: 10 and 30-hour OSHA certificate.
- Required: FDNY F07 and S95 certificates.
- CDL with P&S Endorsements highly preferred
- Certified Pool Operator or willingness to obtain certificate

To apply, submit a resume to anne@bronxhouse.org