

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Administrative Supervisor of Building Maintenance	Level: M1
Title Code No: 10035	Salary: \$53,051.00/\$57,210.00-145,991.00 Frequency: ANNUAL
Office Title: Superintendent of Buildings	Work location: Various
Division/Work Unit: MRCC/Maintenance & Repair Administration	Number of Positions: 5
Hours/Shift: Mon. – Fri. 8AM – 4PM	Agency Tracking #: 3076 POSITION:# 4308

Job Description

The Department of Homeless Services is comprised of 2,000 employees and with an annual operating budget of approximately \$1.4 billion. DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. Collaborating with other public agencies and not-for-profit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness and assist New Yorkers to transition from shelter into appropriate permanent housing.

Under executive direction, DHS is seeking five (5) building superintendents to manage a variety of maintenance, repair, rehabilitation and technical support services for several city-owned shelters. The superintendent will be responsible for all aspects of facility management that includes the coordination of in-house trade staff and contracted staff, work order management, estimate project costs, prepare and evaluate scopes of work and contract specifications. He or she will assist with the development of the Capital program based on the life cycle of the building systems. The individuals will report to the Director of Facility Maintenance and their assigned shelter. The superintendent should be familiar with structures, mechanical systems, HVAC and fire safety. The superintendents will be the liaison with various oversight agencies such as OTDA, DOB and FDNY and HPD during facility inspections. The superintendent will serve as contract managers for contracted maintenance and repair work in their designated facilities.

Qualification Requirements

1. Eight years of full-time experience in construction, repair, alteration and/or rehabilitation of multiple dwellings, commercial, industrial or public buildings in the capacity of general contractor, superintendent of construction, procurement specialist, evaluator responsible for cost estimation, or as a field supervisor or as an inspector, at least 18 months of which must have been in a supervisory or administrative capacity involving responsibility for a large number of buildings; or
2. Education and/or experience which is equivalent to "1" above. Education in an accredited college leading toward a baccalaureate degree in engineering, architecture, engineering technology or a closely related field will be accepted on a year-for-year basis up to a maximum of four years. However, all candidates must possess at least 18 months of the specialized supervisory or administrative experience described in "1" above.

Preferred Skills

Knowledge of NYC Building Codes and FDNY Codes

Residency Requirement

New York City Residency is not required for this position.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 5/23/2016

Post Until: 6/6/2016

JVN: 071-2016-241684

The City of New York is an Equal Opportunity Employer.