

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$50,362.00/\$57,916.00 -\$78,177.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Facility Specialists	<b>Work location:</b> 101-07 Farragut Road Brooklyn, NY 11236
<b>Division/Work Unit:</b> Administration/Maintenance and Repair Administration	<b>Number of Positions:</b> 3
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3201 <b>POSITION#:</b> 415

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services seeks 3 Community Coordinators to serve as Facility Specialists within the Maintenance & Repair Administration Unit. The Facility Maintenance Unit (FMU) is responsible for monitoring DHS shelters as it relates to the maintenance of building systems. The FMU guides shelter staff on ways to improve facility conditions by monitoring controls to ensure compliance with Agency programs as it relates to policies and procedures. The specialists will be responsible for the upkeep and accuracy of the maintenance monitoring database. Reports will be generated and used to provide feedback to Shelter Directors. Regular site visits will be scheduled to review provider records and offer technical assistance as it relates to codes, policies and regulatory compliance. They will conduct surveys, evaluate on-site conditions and provide guidance to the providers. The specialists will attend meetings and make presentations to shelter staff on facility initiatives and progress. They will also assist in coordinating yearly evaluations; evaluate the bids submitted against DHS agency cost estimates; and review and make recommendations for improved scope adjustments. (415,4059,4060)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

N/A

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**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:** 9/13/2016

**Post Until:** 9/27/2016

**JVN:** 071-2017-262323

**The City of New York is an Equal Opportunity Employer.**