

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

Civil Service Title: Superintendent of Adult Institutions	Level: N/A
Title Code No: 52279	Salary: \$60,049.00/\$69,056.00 -\$89,008.00 Frequency: ANNUAL
Office Title: Superintendent of Adult Institutions	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Families/PATH/Intake	Number of Positions: 1
Hours/Shift: Sun./Thur. 4:00pm-12:00am Fri.-Sat. RODs *Based on 24/7 Coverage	Agency Tracking #: 3070 POSITION:# 1245

Job Description

The NYC Department of Homeless Services (DHS) seeks a Superintendent of Adult Institutions to work within the Family Services Division at the PATH Intake Center. Under general direction, the Superintendent of Adult Institutions is responsible for the physical operations of the PATH family intake center, which operates 24/7 to provide social services to families with children applying for emergency housing assistance. Supervises all aspects of building maintenance, including plant operation, janitorial, food services, storekeeping and institutional services. Directly supervises the Assistant Superintendents and exercises general supervision of all other building and operations staff. Assists in developing cost recommendations regarding annual budget for equipment, supplies, repairs, maintenance and general operations of PATH. Maintains liaison with Facilities Maintenance Division and contracted food services, security, and other related services regarding institutional building and housekeeping needs of PATH. Maintains and approves work schedules at PATH for all Operations staff. Ensures staff are trained and adhere to all Agency directives, policies, and procedures. Maintains appropriate inventories of goods and supplies for staff and clients. Submits completed and accurate incident reports and maintains Operations log book, oversees deliveries, performs regular maintenance and health/safety inspections, submits work orders as necessary to address operational issues, handles inventory control, reports on activities and problems promptly to supervisors: maintains appropriate statistical controls.

*Based on 24/7 Coverage

Qualification Requirements

1. A four year high school diploma or its educational equivalent and six years of full-time experience in any of the following:
 - (a) Management of a hotel, summer resort, large lodging house, rooming house, home for the aged, nursing home, or an institution providing congregate care; or
 - (b) As a commissioned or non-commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems; or
 - (c) Supervision of an organizational segment of at least five individuals engaged in providing social services to a disadvantaged client population or;
2. Education and/or experience equivalent to "1" above. A baccalaureate degree from an accredited college may be accepted as the equivalent of two years of experience. A master's degree in social work from an accredited school of social work may be accepted as the equivalent of one additional year of experience. Casework experience in a Welfare Shelter or comparable institution may be substituted on a year-for-year basis up to a maximum of four years. However, all candidates must have a four-year high school diploma or its educational equivalent and at least two years of supervisory experience in one or more of the areas listed in question "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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 5/6/2016

Post Until: 5/20/2016

JVN: 071-2016-240355

The City of New York is an Equal Opportunity Employer.