



POSITION ANNOUNCEMENT

Position: Facilities Manager, Manhattan & the Bronx
Reports to: Director, Facilities Management
Function: Under the direct supervision of the Director, the Facilities Manager will provides for the maintenance and repair of owned and leased residential facilities in Manhattan and the Bronx

Tasks:

- Schedules and assures the provision of maintenance and repairs of buildings, leased apartments and agency vehicles
- Maintains a schedule of preventive maintenance and upkeep
- Supervises maintenance, repair and cleaning staff
- Creates and manages work orders
- Performs maintenance and repair, including, patching and sheet rocking, painting, lock replacement and repair, carpentry, HVAC cleaning, filter and belt changes, tile and wood floor replacement, plumbing and electrical work, and preventive maintenance
- Maintains "Certificate of Fitness" with NYC
- Conducts regular inspections of physical plants and building systems, including boiler rooms, electrical rooms, gas rooms, and sprinkler systems
- Acts as liaison and arranges for service from outside contractors
- Procures bids for service agreements and major repairs
- Oversees major repairs
- Inventories furniture, appliances, and equipment
- Facilitates client move-ins and move-outs
- Alerts Program Directors and supervisor to maintenance problems
- Attends support staff meetings
- Is on call for emergencies
- Duties as assigned by supervisor

Salary: \$49,000 - \$55,000

Qualifications:

Extensive knowledge of heating, plumbing, ventilation, air conditioning, mechanical and electrical systems required. Proficient with power and hand tools. Able to lift at least 50 pounds; move furniture, carry equipment and climb stairs with ease. Knowledge of Department of Building and Sanitation codes. Certifications/licenses preferred. Ability to work well with others, manage day to day maintenance and repair and supervise staff at various sites, as well as procure bids, oversee contractors, and oversee major repairs. Good written and verbal communication skills in English. Ability to utilize computer and internet technologies. Bi-lingual, English/Spanish preferred. Must possess a valid driver's license.

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: sroyer@acmhny.org

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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