

MAINTENANCE SUPERINTENDENT

Position Available

DePaul Housing Management Corporation, a mission based not for profit, managing affordable senior housing communities in 5 counties in upstate New York for over 40+ years.

We are seeking a self-motivated Maintenance Superintendent for our beautiful community in Delhi, NY. The position is for 20-30 hours per week. The Maintenance Superintendent is responsible for regular and ongoing maintenance of equipment and grounds, in addition to protecting and overseeing the physical safety of the building and all people therein. The Maintenance Superintendent is part of a team responsible for 24 hours a day, 7 days a week coverage and collaborates regularly with the Community Manager.

Duties and responsibilities include:

- Apartment Turnovers
- Painting
- Completing Work Orders
- Regular Maintenance and Building Improvement
- Cleanliness of the Property
- Building Safety
- Responding to Emergencies
- Weekend On-Call Rotation
- Utilize Organization-Wide Property Management Systems
- Project Deadlines
- Professional Relations; Residents & Vendors
- Adheres to Fair Housing Practices
- Costs and Expense Control

Qualifications:

- Versatile maintenance professional with 3+ years of experience
- Ability to work independently as well as effectively as part of a team
- Solid decision-making Skills
- Must have a valid NYS Driver's License and reliable vehicle
- Patience and compassion for the elderly and disabled
- Basic-to-advanced knowledge of light plumbing and electrical
- Good written and oral communication skills to work with on demand technology requirements

Pay Range \$22 - \$27 Per Hour
Excellent Employee Benefits and Pension Plan

If you would like to apply, please download an employment application at www.depaulhousing.com
Send cover letter, resume and application to:
humanresources@depaulhousing.com

DePaul Housing Management is an Equal Opportunity Employer.

