



JOB ANNOUNCEMENT

Maintenance Field Worker – Affordable Housing

Title: Maintenance Field Worker

Unit: Asset and Property Management

Job Status: Non-Exempt

Employee Type: FT 35 hours per week

Fifth Avenue Committee, Inc. (FAC) is an award winning non-profit South Brooklyn based comprehensive community development corporation and NeighborWorks American chartered member formed in 1978, whose mission is to advance economic, social and racial justice. FAC advances its mission principally through developing and managing affordable housing and community facilities, creating economic opportunities and ensuring access to economic security, organizing residents and workers, offering student-centered adult education and combating displacement caused by gentrification.

FAC's growing Asset and Property Management unit oversees nearly 500 units of affordable housing and over 20 commercial units spread over 45 properties and manages low and moderate-income housing financed by federal, state and local government sources, banks, and low-income housing tax credits.

The Maintenance Field Team Members are responsible for the maintenance and operations of buildings within the FAC Portfolio. This is a critical position in maintaining good quality of life for residents and the long-term health of the buildings. The Maintenance field reports directly to the Maintenance Manager.

Overall Responsibilities:

- Maintain equipment and systems, including electrical, roof, boilers, common areas, sidewalks and HVAC system
- Maintenance and repairs
- Perform routine repairs, routine janitorial duties
- Remove snow and ice from sidewalks and common areas
- Maintain the building and grounds and perform preventive maintenance as required
- Always maintain curb appeal of property.
- Keeping inventory of supplies and replenish as required
- Maintain storage area and basement in clean, uncluttered condition
- Conduct annual unit inspections
- Fire evacuation drills, as required
- Inspect grounds and community spaces
- Review video surveillance cameras and fully document incidents in writing
- Handle emergencies including fire, flood, resident evacuation, leaks, sewage back up and electrical outages
- Maintain apartment in accordance to the NYC Maintenance Code and Housing Quality Standards
- Entrance and apartment doors, utility and common area keys in a lock box system.
- Assist tenants who have been locked out. Maintain log of entry for all apartments.
- Accompany and review repairs performed by contractors, repairmen, exterminator, and outside

vendors

- Instruct residents on the use of apartments equipment
- Maintain an efficient filing system for easy access to files, ensuring all necessary licenses are displayed where required and available for inspection by regulatory agencies and Insurance or Governmental agencies
- Effectively, confidentially, and respectfully interact with residents and applicants at all times
- On call 24/7 for building emergencies
- Other duties as assigned

Qualifications:

- Minimum of three (3) years prior experience in field
- Certified maintenance/repair skills in plumbing, electricity, carpentry, tiling etc.
- Certificate of Fitness for Fire Alarm & Sprinkler system
- Must demonstrate knowledge of building systems and ability to operate and control mechanical equipment
- Previous experience with energy efficient systems and/or maintaining green buildings a plus
- Computer Literacy, proficient knowledge of Microsoft Windows, MS Excel, MS Word
- Driver's license a plus
- Spanish speaking a plus
- Commitment to FAC's mission and to low- and moderate-income communities and residents

Compensation:

\$16.00 to 17.00 per hour, commensurate with experience. Excellent benefits package including full health and dental insurance (following a 60-day waiting period), group life insurance, accrued paid time off and access to retirement savings and flexible spending plans.

To Apply:

E-mail cover letter with resume with **"FT Maintenance Field Worker"** in the subject line by February 17, 2023, to:

Fifth Avenue Committee, Inc.
Attn: FT Maintenance Field Worker
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

No phone calls please.

For more information about FAC, go to www.fifthave.org

*Women, people of color and neighborhood residents are strongly encouraged to apply.
FAC is an equal opportunity employer.*