



JOB ANNOUNCEMENT

Maintenance Field Worker Affordable Housing

Title: Maintenance Field Worker
Job Status: Non-Exempt

Unit: Asset and Property Management
Employee Type: PT 28 hours per week
Sunday – Thursday 5pm to 10pm

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:

- Perform routine repairs, routine janitorial duties.
- Remove trash and recycling and sweep 18 inches into the curb.
- Remove snow and ice from sidewalks and common areas.
- Maintain the building and grounds in a clean and orderly condition at all times.
- Always maintain curb appeal of property.
- Maintain storage area and basement in clean, uncluttered conditions.
- Maintain grounds and community spaces.
- Report apartment conditions that do not meet the NYC Maintenance Code and Housing Quality Standards.
- Maintain Entrance and apartment doors in self closing condition at all times, and in accordance to NYC Fire Code.
- Assist in annual unit inspections.
- Assist in Fire evacuation drills, as required.
- Effectively, confidentially, and respectfully interact with residents, applicants and vendors at all times.
- On call 24/7 for building emergencies.
- Other duties as assigned.

Qualifications:

- Minimum of one (1) year prior experience in field
- Obtain Certificate of Fitness for Fire Alarm & Sprinkler system within 6 months of Hire
- 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. Prorated, accrued paid time off.

To Apply:

E-mail cover letter with resume with **"PT Maintenance Field Worker"** in the subject line to:

Fifth Avenue Committee, Inc.
Attn: Angel Rodriguez
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.*