Fifth Avenue Committee
Our Community. Our Future.

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

Fifth Avenue Committee (FAC) is a 48-year-old, award-winning community development corporation and NeighborWorks America member. Our mission is to advance economic, social, and racial justice in New York City through affordable housing, grassroots organizing, policy advocacy, and transformative education and services. FAC supports more than 7,000 low- and moderate-income New Yorkers each year.

FAC's growing Asset and Property Management unit oversees over 600 units of affordable housing and over 30 commercial units spread over 51 properties and manages low and moderate-income housing financed by first mortgage loans, government subsidy loans including HOME funds, low-income housing taxes credits, and rental subsidies to ensure effective stewardship of these critical assets.

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

Overall Responsibilities:

- Perform routine janitorial duties, including removal of trash and recycling as required by law
    - If applicable clean and maintain the compactor and trash rooms
- Remove trash and recycle and sweep 18 inches into the curb
- Remove snow and ice from sidewalks, common areas and roofs as required
- Always maintain the building and grounds in a clean and orderly condition.
    - If applicable, perform stripping and waxing of common areas bi-monthly
- Maintain curb appeal of property, inspecting and maintaining grounds and community spaces daily
- Maintain storage area and basement in clean, uncluttered condition
- Maintain apartments to meet the NYC Maintenance Code and Housing Quality Standards and report when they do not
- Assist in annual unit/apartment inspections
- Assist in Fire evacuation drills, as required
- Review video surveillance cameras regularly and fully document incidents in writing
- Maintain building entrance, apartment doors, mailbox, utility and common area keys in a lock box and inventory system
- Assist tenants who have been locked out. Maintain log of entry for all apartments.
- Accompany and review repairs and maintenance performed by contractors, repairmen, exterminators and outside vendors
- Assist in handling emergencies including fire, floods, resident evacuation, leaks, sewage back-ups, and

electrical outages
- Effectively, confidentially, and respectfully interact with residents, applicants and vendors
- On call 24/7 for building emergencies
- Other duties as assigned

Qualifications:

- Minimum of one (1) year prior experience as maintenance worker in field; experience doing so in a multi-family apartment building in New York City a plus
- 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
- High School Diploma or GED required
- Demonstrated computer literacy and proficiency using Microsoft 365
- Demonstrated good judgement in working with tenants in their homes
- Driver's license a plus
- Spanish or Mandarin speaking a plus
- Commitment to FAC's mission and to serving low- and moderate-income communities and residents

Compensation:

$19.50 per hour. Pro-rated paid vacation, sick leave and personal time, eligible for retirement savings contributions in addition to 8 paid holidays annually.

To Apply:

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

Fifth Avenue Committee, Inc.
Attn: 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

FAC is an equal opportunity employer.