

## Senior Facilities Manager

Broadway Housing Communities (BHC), a non-profit agency with a 30+ year track record in sponsoring innovative affordable and supportive housing, integrating community-based educational and cultural arts programs, seeks an experienced, dedicated professional for the position of Senior Facilities Manager. The position will be responsible for the oversight of all repairs, capital improvements, facilities and custodial management with respect to BHC's residential and program facilities.

BHC has developed over 400 units among seven residential projects targeting formerly homeless and low-income children, families and individuals in the communities of Washington Heights and West Harlem. These properties include large gut rehabs, several 1920's walk-ups providing single room occupancy units, and a landmarked mansion. Our seventh property, known as the Sugar Hill Project, is a 191,000 square foot multipurpose building providing 124 apartments, an early childhood center, a 17,000 square foot Children's Museum, rental space and underground parking. Review our website at [www.bhc.org](http://www.bhc.org) for more information.

Reporting to the Director of Housing, the Senior Facilities Manager will maintain a high standard of housing quality and ensure regulatory compliance at BHC's properties. The position involves oversight for all improvements, grounds and plantings, utilities, mechanical/electrical systems, equipment and construction projects, development and monitoring of building budgets, and oversight of external vendors. The Senior Facilities Manager will be responsible for the oversight and supervision of the Building's facilities personnel, including union and non-union maintenance and janitorial staff, live-in superintendents and facilities managers.

### **Responsibilities include:**

- Monitor the day-to-day performance of the facilities department and building conditions.
- Coordinate with administrative staff and program departments to insure that office and program spaces are always safe, clean, accessible and maintained at the highest quality.
- Review, update, and propose quality standards, policies and procedures.
- Plan, develop and prioritize projects and weekly work plans, ensure that materials are ordered, projects are designed and planned, and funds are available.

- Oversee procurement of materials/equipment as required to facilitate accomplishment of assigned work.
- Respond to tenant complaints regarding repairs and dwelling- related issues.
- Negotiate and monitor contracts for all vendors, subcontractors and service agreements, including solicitation of bids for major repairs, capital improvements and contracts.
- Work closely with BHC's rental and service teams to ensure compliance with HPD and Section 8 inspections; efficient turnover of vacant apartments and coordination of move ins and move outs.
- Serve as BHC's representative when interfacing with local law enforcement, the courts, emergency services and other government agencies.
- Create, implement and maintain departmental repair and capital improvement budgets, ensure compliance with budgetary constraints and forecast and plan facility improvements.
- Recruit, hire, train, schedule, supervise and evaluate staff.
- Conduct regular inspections and site visits to all facilities including fire systems, alarm systems, HVAC units, elevators, boilers, cooling towers, etc.
- Respond to emergencies as required.
- Ensure compliance with all applicable building and safety codes, hazardous waste disposal, OSHA, FDNY, Department of Health, HPD and Section 8.
- Responsible for the maintenance and operation of all fire alarm systems and fire protection systems.
- On 24-hour emergency call.

**Education, Skills and Abilities:**

- The successful candidate will have five+ years' experience in the management of multi-family residential buildings, preferably in an affordable or supportive housing setting.
- Technical knowledge and skills in working with air conditioning, heating systems, and cooling towers, a strong knowledge of building systems, NYC building codes and regulatory requirements, safety principles and practices.
- Skill in areas of budgeting and financial administration.
- Familiarity with low income housing, Section 8 and working with HPD and other regulatory agencies.

- Excellent supervisory skills and excellent verbal and written communication skills to deal with tenants, employees at all levels and be able to present operational information to upper management.
- Excellent organizational skills.
- Must possess or be able to obtain Certificate of Fitness for Fire/Life Safety equipment, including F001 Fire Guard for Impairment; F-07 Fire and Emergency Drill Conductor; S-95; C-92 Supervisor of Flammable Combustible Liquids; S-95 Supervisor of Fire Alarm Systems; S-13 City Wide Standpipe Systems; S-12 City Wide Sprinkler Systems.
- Flexibility and ability to cope with several tasks simultaneously.
- Comfortable working with a diverse staff and tenant population.

Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, vision, 403 (b) plans, group life insurance and short term disability coverage.

Send cover letter, salary requirements and resume to [resumes@bhc.org](mailto:resumes@bhc.org) with subject line Senior Facilities Manager. **Please no telephone calls** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description. Applicants must include salary requirements to be considered.

BHC is an Equal Opportunity Employer.