**Superintendent for a TGNC Housing Facility**

LGBTQ+ Friendly is a must!

**Responsibilities:**

* Schedule and manage custodians – team of six
* Respond to maintenance and custodial needs of the facility
* General building maintenance, including interior and exterior
* Monitoring of sites and anticipating future improvements
* Inventory tracking
* Ensure compliance with FDNY and DOB codes and regulations
* Minor maintenance repairs- plumbing, electric, painting, etc., when needed
* Coordinate needed vehicle repairs with various vendors
* Preventive maintenance and renovations
* Respond to facilities' emergencies

**Requirements:**

* Must be able to use a computer to record activities, communicate and provide billing to various departments
* Knowledge of FDNY and DOB preferred
* Experience In basic building repairs and maintenance
* Experience in one or more of the following trades: electrical, carpentry, plumbing, HVAC, painting
* Able to use small industrial, electrical, and mechanical equipment safely and effectively
* Knowledge of OSHA procedures for blood/waste spills
* High School Diploma