



## **Job Announcement**

Position: Maintenance Supervisor

Reports to: Director of Facilities Management

Function: Repairs and maintains physical plant facilities.

Location: Bronx

Tasks:

- Schedules and assures the provision of maintenance and repairs
- Maintains a schedule of preventive maintenance and upkeep
- Performs maintenance and repair, including, patching and sheet rocking, painting, lock replacement and repair, carpentry, HVAC cleaning, filter and belt changes, tile and wood floor replacement, plumbing and electrical work, and preventive maintenance
- Conducts regular inspections of physical plants and building systems, including boiler rooms, electrical rooms, gas rooms, and sprinkler systems
- Acts as liaison and arranges for service from outside contractors
- Inventories furniture, appliances, and equipment
- Alerts Program Directors and supervisor to maintenance problems
- Assist with client move-ins and move-outs
- Provides coverage for light maintenance and custodial duties as needed
- Attends support staff meetings
- Is on call for emergencies
- Duties as assigned by supervisor

Qualifications: Knowledge of heating, plumbing, ventilation, air conditioning, mechanical and electrical systems required. Knowledge of Department of Building and Sanitation codes. Certifications/licenses preferred. Proficient with power and hand tools. Able to lift at least 50 pounds; move furniture, carry equipment and climb stairs with ease. Ability to work well with others. Good written and verbal communication skills in English. High school diploma or GED; technical degree preferred. Valid driver's license.

Salary: \$41,543.00 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**  
**Director, Human Resources and Information Management**  
**Email: [jobs@acmhny.org](mailto:jobs@acmhny.org)**

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