

Live-In Superintendent Job Description

Scope and Purpose

Responsible for the overall maintenance of East Orange Housing Authority (EOHA) owned and or managed sites. When applicable, the Live-In Supervisor will oversee the performance of other maintenance personnel who are working alongside or in conjunction with the Live-In Superintendent.

EOHA owned and managed properties are located at 210 North Grove Street (Concord Towers), 108 & 114 Amherst Street (Amherst), 160 Halsted Street (Halsted Plaza) and 70 S. Burnet Street (Vista Village) and 33-43 Eaton Place (Eaton)

General Duties and Responsibilities:

- Maintain a professional image and attitude in keeping with the objectives of the Authority and residents' welfare.
- Report to the Property Manager to establish any daily priorities needs of the property.
- Recommend, when appropriate, the use of outside contractors and oversee, report progress, timelines, estimate times of completions, etc.
- Make recommendations as needed for property upgrades, safety, and compliance.
- Regularly conduct inventory of equipment, tools, parts, and supply of materials.
- Change locks for occupied units if necessary. Also, address tenant lock outs.
- Physical aspects of the job may require heavy lifting, bending, pushing, pulling, kneeling, stooping, climbing, balancing, and carrying.
- Responsible for providing weekend coverage and emergency coverage that may extend afterhours.

Buildings, Grounds & Common Areas

- Keep and ensure the grounds, garbage container areas, hallways, and parking lot areas, are kept in a neat and orderly manner not allowing any trash or debris to accumulate.
- Maintain parking areas in a clean and safe manner. Speed bumps, fire lanes and parking stalls should always be crisply painted. Any potholes should be addressed immediately with cold patch, when possible, with larger jobs being bid by asphalt contractors.
- Snow removal and landscaping.
- Conduct monthly inspections of all property systems to determine the maintenance needs of any housing units, building and common areas and major equipment and systems including major equipment.
- Assist in the procurement of outside contractors when necessary and help establish general guidelines and priorities in the contractor's projects.
- Participate in annual inspection of units to determine the need for preventative and restorative repairs.
- Perform a wide variety of electrical, plumbing, carpentry, and preventative maintenance tasks, as needed.
- Perform a monthly check in coordination with our pest control vendor of crawl spaces and venting areas to ensure they are sealed. All pest control needs will be performed by our approved pest control vendor.
- Empty lint filters in common area laundries.
- Ensure boiler start up testing is conducted every August.
- Conduct at least two roof inspections a year and as needed.
- Ensure emergency work orders are completed within 24 hours or less depending on the level of urgency.

Unit Turnovers:

- Vacant units are to be made market ready within three (3) weeks of the post resident moveout.
- Conduct inspections of units to assess potential bulk/furniture removal, potential contracting work and maintenance supplies that may be necessary to return the units to market ready status. Prepare a supply order requisition for review with the Property Manager for approval.
- Provide contractor recommendations to the Property Manager for units that require work outside the scope of capability of the Live-In Superintendent and maintenance staff.

Safety:

- All staff must strictly adhere to EOHA safety policies and procedures to prevent on-the-job injuries and maintain a safe work and living environment. Additional safety training is available. Please consult with your Property Manager.
- Maintenance staff are never allowed to carry weapons.
- Wear a uniform shirt and identification as provided/directed by the Property Manager or Authority Management. Work boots must always be worn for safety reasons.
- Ensure a first aid kit and eye wash in stock, not expired, hung and assessable near the neatly stored chemical station. Other related duties as needed.
- Create and maintain a log of all chemicals and ensure proper and neat storage. Also create a notebook of all Material Safety Data Sheets for all chemicals in inventory and storage.
- Create and maintain an inventory of all EOHA owned tools, supplies and materials.
- Keep said inventory in a neat and orderly manner in the workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies shall be cleaned up and stored safely and securely.
- Report questionable activity, unsanitary conditions, unauthorized occupants and/or pets to the Property Manager.

Skill Requirements

- Knowledge of building and grounds maintenance, including standard practices, methods, tools, materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
- Knowledge of safety rules, including accident causation and prevention.
- guidelines
- Ability to oversee repairs, training, contractors.
- Ability to analyze information from inspections to determine the maintenance needs, and the quality of maintenance services provided.
- Ability to develop plans and procedures for efficient and timely completion of work.
- Ability to maintain records in an orderly fashion.
- Ability to communicate effectively verbally and written.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, residents, contractors, and the public.
- Ability to prepare recommendations and reports, as required.
- Ability to read, understand and work from sketches and blueprints.
- Ability to understand verbal and written instructions.
- Willingness to pitch in and work in areas other than repairs and maintenance. i.e., janitorial, custodial, gardening, painting, etc.

Qualifications for this Position

- High school education or equivalent.
- Experience in multifamily maintenance and experience involving public contact preferred.
- Valid NJ driver's license and current vehicle insurance.
- Ability to drive a pickup truck or van.
- Neat, clean, and appropriate appearance.
- Formal training or extensive experience in the following areas: carpentry, plumbing electrical, painting, refurbishing.
- Low pressure boiler license or black seal certification.