



**Position Title:** Maintenance Lead Position  
**Office:** Facilities Management  
**Reports To:** Manager, Building Operations  
**Positions Supervised:** Building Operations maintenance staff

**Position Purpose:**

Be a key leader and support the Manager Building Operations position within Facilities Building Operations team that has responsibility for the day-to-day building repair and maintenance requirements for 700 resident rooms, Administrative Offices, and public access spaces as well as the exterior building and grounds. Recommends, develops and implements with the Manager of Building Operations preventative maintenance programs and best practices with an emphasis on cost efficiency and best value. Maintains a safe environment for staff and community residents and ensures regulatory compliance is achieved. Provide leadership on the Building Operations team to consistently deliver superior service and support to our residents, staff and guests.

**Examples of Duties:**

- Generate inspections of the buildings systems including gas boilers, standpipe/sprinklers, HVAC units, booster/vacuum pumps, cooling towers, and building filtration systems.
- Prioritize and organize work tickets to ensure resident's needs are met in a timely fashion
- Compile records of labor and material costs for building operations and issue reports to managing supervisor.
- Must have the capability to make repairs throughout the facilities and resident room units including carpentry, drywall and plaster repairs, painting, plumbing and lighting.
- Manage the check in/check out inspection sheet program.
- Must respond to emergency calls while on duty in any situation pertaining to the safety of staff and residents.
- Lead and manage assigned staff when called upon during certain shifts in completing work requests and assigned responsibilities.
- Must be able to lead and work amongst the Building Management team responsible for removing snow and ice on the exterior areas of the property during snow operations.
- Be able to complete small to medium sized carpentry and building construction projects.

**Essential Functions:**

- At least 4 years' experience, training and knowledge of building infrastructure including heating, plumbing, electric, and gas systems is required.
- The candidate must have good verbal and written communication skills, including familiarity with current computer technology.
- Must possess all the applicable FDNY licenses, specifically S-12, S-13 and P-99
- General knowledge of all construction and vendor trades.

- Must be physically fit to do extensive walking, stair climbing, lifting (maximum of 50 lbs.), carrying of tools and materials, and be able to complete overhead work.
- Must be able to work all shifts if needed and provide full coverage when the Manager, Building Operations is not on call.
- Ability to read, interpret and communicate if required, documents such as safety rules, operating and maintenance instructions and procedure manuals.

**Other:**

- Regular attendance in conformance with the policies established by International House is essential to the successful performance of this position.
- All Employees must maintain a neat, clean, and well-groomed appearance; appropriate uniforms will be provided.
- Due to the cyclical nature of activities during the academic year, employees may be required to work varying schedules to reflect the needs of the office and/or the House.
- Upon employment, all employees are required to fully comply with the policies and procedures established by International House to ensure the safe and efficient operation of the facility.

**Note:**

Position descriptions are not intended and should not be construed as an exhaustive list of all responsibilities, skills, or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position. Any questions or concerns should be directed to the immediate supervisor and/or Group Director.

**Qualifications:**

- Minimum of High School diploma, with a College Degree preferred.
- Must be computer proficient and be able to use workplace management software for Facilities work requests (UpKeep software)
- Must be able to multi-task and work well under pressure.
- Ability to plan and execute projects in a timely manner.

**Experience:**

Minimum 4 years' experience in Facility Management and Operations.