



International House

Position Title: Assistant Manager Building Operations - *Evening Shift 2:00 p.m. to 11:00 pm.*
Office: Facilities Management
Reports To: Manager, Building Operations
Positions Supervised: Building Operations Maintenance Staff

About International House:

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at www.ihouse-nyc.org.

Position Purpose:

- Be a key leader and support and assist the Manager Building Operations position within the Facilities Building Operations team that has responsibility for the day-to-day building repair and maintenance requirements for seven hundred resident rooms with two buildings, 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 our overall 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 5 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. This position is primarily the second shift, which is 2:00 pm to 11:00 pm 5 days a week, which could include Saturday and Sundays.
- 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 5 years' experience in Facility Management and Operations.

Salary Range:

\$65,000 - \$75,000

How to Apply:

Please submit a cover letter and resume via e-mail to mtrifault@ihouse-nyc.org with "Assistant Manager, Building Operations" in the subject line. The application deadline is August 31, 2022 (or until the position is filled).

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

