



International House

Position Description:

Position Title: Building Operations Lead Technician
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 Overview

International House (I-House) has an exciting opportunity for a Lead Building Operations Technician. Supporting the Values of Empathy, Respect and Moral Courage for all members of International House is the goal of our Building Operations team, which works within the Facilities & Site Operations Department. Reporting to the Manager of Building Operations, this position plays a key role with overseeing the day-to-day operations in building repair and maintenance requirements for seven hundred resident rooms within two buildings, administrative offices, public access spaces, and the exterior buildings and grounds. If you are seeking a career opportunity that provides you with a rewarding work experience, dedicated and supportive colleagues, continued professional development, and competitive benefits, then we would love to hear from you.

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.
- Must have the capability to make repairs throughout the facilities and resident room units including carpentry, drywall and plaster repairs, painting, plumbing and lighting.
- Must respond to emergency calls while on duty in any situation pertaining to the safety of staff and residents.
- Must be able to 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.
- Able to physically perform the tasks of the position which includes extensive walking, standing, stair-climbing, bending, pulling, pushing, climbing, and lifting 50 pounds.
- Ability to read, interpret and communicate if required, documents such as safety rules, operating and maintenance instructions and procedure manuals.



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- Prioritize and organize work tickets to ensure resident's needs are met in a timely fashion
- Lead and manage assigned staff when called upon during certain shifts in completing work requests and assigned responsibilities

Qualifications:

- High School diploma or equivalent with a minimum of 4 years' experience in Facilities Management and Operations
- 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 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.

How International House supports you:

We know our teams are the heart of our success and we are committed to showing our appreciation by offering the following:

- Opportunities to advance your skills and grow your career with financial support for maintenance certifications obtained.
- Comprehensive benefits – Health, Dental, Vision, Life insurance and 403b with company match, generous paid time off (sick, vacation and holidays), and tuition reimbursement.
- Team Lunch and Learns throughout the year where you can educate yourself on safety training and personal and professional development while enjoying complimentary lunch with your colleagues.
- A friendly, inclusive and collaborative work culture committed to I-House's Vision of Empathy, Respect and Moral Courage.
- Monthly Birthday and Anniversary celebrations and Organizational Staff appreciation events.
- Staff discount within our full service, on-site Dining Facility.

Salary Range:

\$55,000 - \$65,000 commensurate with experience

How to Apply:

Please submit a cover letter and resume via e-mail to mtrifault@ihouse-nyc.org with "Building Operations Lead Technician" in the subject line.

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.



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International House requires that all hired staff be fully vaccinated against COVID-19 as a condition of employment unless a request for an exemption as a reasonable accommodation has been approved.