



# International House

**Position Title:** Assistant Manager Building Operations - *Evening Shift 2:00 p.m. to 11:00 p.m.*  
**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](http://www.ihouse-nyc.org).

## ***Overview:***

International House (I-House) has an exciting opportunity for an Assistant Manager of Building Operations. 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 leader 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:***

- Manage the Building Operations team to ensure our residents, staff and guest receive superior service and support.
- Recommend, develop and implement with the Manager of Building Operations preventative maintenance programs and best practices with an emphasis on cost efficiency and best value.
- Maintain a safe environment for staff and community residents and ensures our overall regulatory compliance is achieved.
- General 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 residents needs are met in a timely fashion.
  
- Compile records of labor and material costs for building operations and issue reports to managing supervisor.
- Possess the ability 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.
- Respond to emergency calls while on duty in any situation pertaining to the safety of staff and residents.
- Supervise assigned staff to ensure work requests and assigned responsibilities are completed.

- Lead and work amongst the Building Management team responsible for removing snow and ice on the exterior areas of the property during snow operations.
- Complete small to medium sized carpentry and building construction projects.
- Plan and execute projects in a timely matter. Must be able to multi-task and work well under pressure.

#### **Qualifications:**

- At least 5 years' experience, training and knowledge of building infrastructure including heating, plumbing, electric, and gas systems is required.
- General knowledge of all construction and vendor trades.
- Possess all the applicable FDNY licenses, specifically S-12, S-13 and P-99
- Good verbal and written communication skills, including familiarity with current computer technology.
- Able to physically perform the tasks of the position which includes extensive walking, standing, stair-climbing, bending, pulling, pushing, climbing, and lifting 50 pounds.
- Read, interpret and communicate documents, such as safety rules, operating and maintenance instructions and procedure manuals.
- Must be computer literate and be able to use workplace management software for work requests.
- Available to work all shifts and provide full coverage when the Manager, Building Operations is not on call and be available to work Saturdays and Sundays.

#### **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:**

\$65,000 - \$75,000 (depending on experience)

#### **How to Apply:**

Please submit a cover letter and resume via e-mail to [mtrifault@ihouse-nyc.org](mailto:mtrifault@ihouse-nyc.org) with "Assistant Manager, Building Operations" 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.*