

# **SUPERINTENDENT**

The Housing Authority of Bergen County (HABC) is seeking a live-in Superintendent for its property located in River Vale, NJ. Candidate must possess general maintenance knowledge and experience, commitment, good work habits and a positive attitude. The position reports to and assists the Regional Property Manager in all functional areas of responsibility and does related work as required. Two-bedroom apartment is included in compensation, move-in upon completion of 90 day probation period. This is a full-time position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Maintain the building inside and outside in a clean, safe and sanitary manner.
- Perform general routine maintenance of equipment in and around the building.
- Responsible for preparing turnover apartments for new tenants.
- Review work performed by all contractors and as necessary maintains the grounds, including but not limited to raking the leaves and refuse, trim hedges, and remove litter. Throughout the winter, remove snow and ice from handicap spaces, driveway, and sidewalks. Spread ice melt throughout the property to prevent hazardous conditions.
- Maintain compactor room, trash cans, dumpsters and dumpster areas in clean sanitary condition.
- Perform source separation of garbage, as required by Local and State law, and properly dispose of recyclables by taking them to the recycling center or put out for curb-side pickup.
- Responsible for minor plumbing repairs such as, but not limited to stoppages, leaks in copper, plastic and waste pipes, replace pop-up drain stoppers, basin drain assemblies in sink, faucet washers or cartridges, rings in faucet spouts, fill valves in toilet tanks, wax ring under toilet, replace toilet tanks and plunge bowls, replace kitchen or bathroom sinks and faucets.
- Repair or change electric switches, receptacles, emergency pull switches, smoke detectors, transformers, and electric motors; refrigerator thermostats, defrosts heaters, door gaskets; electric range heating elements, switches, thermostats; zone valves and thermostats on hot water heating system; repairs washing machines and dryers; replaces switches, thermostats, relays, motors, fans in zone lines, circulating pumps, couplings, seals; circuit breakers, bulbs, and fuses.
- Keep proper record of materials and parts in stock (used and received). Preventive and correction maintenance on equipment, repairs to apartments, and all service calls.
- Prepares and submits timely requisitions for parts and materials required to perform maintenance activities, to re-stock inventory, and to request contractors.
- Recommends to Supervisor, improvements, alterations, repairs, and submits estimates for such work, submits timely recommendations for improvements and for other actions having to do with the efficient and economical operations, care, maintenance and repair of the building.
- Maintain Right to Know files and labels all inventory as required by Right to Know Laws and HABC requirements.
- Train and supervise subordinate maintenance staff and evaluates their performance.

- Prepare and submit Material Consumption Reports, Service Call Log, Requisitions and Service Calls on a monthly basis. Signs off on all purchases and contracted work; submits vouchers and receiving reports on a weekly basis to the main office for prompt payment.
- Performs other Authority activities, as requested.
- Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities or location.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High School diploma or GED.
- This position requires on-site residential occupancy. Residential requirement is not negotiable. Must be bondable.
- Must be computer literate.
- Common knowledge of plumbing, electrical work, carpentry, grounds maintenance, garbage disposal and general maintenance work is essential
- Good working knowledge of and ability to service and repair air conditioners, zone lines, refrigerators, garbage compactor, emergency generators, air handlers, lawn mowers, snow blowers, carpet cleaning equipment, and other equipment, found in typical high-rise residential buildings.
- Must be able to react quickly in emergency situations by making logical and responsible decisions.
- Ability to take initiative
- Ability to relate well to various types of individuals and groups; tenants, vendors, contractors, and other agencies and staff.
- Ability to keep tenant information and building matters confidential.
- Must be willing to work a flexible 37.5 hour week.
- Willingness to work at any building owned or managed by the Housing Authority.
- May require availability to respond to emergency calls during non-business hours.
- Demonstrated ability to establish and maintain effective working relationships with departmental officials, subordinates, employees, professional groups and the general public.
- Ability to work extended hours within a stressful and demanding environment
- Ability to read, write, understand and communicate the English language.
- Must own automobile and use it for local job-related travel and pick up and deliveries from vendors or other designated locations.

### **VALUE ADDED SKILLS, EXPERIENCE & KNOWLEDGE**

- Experience with REAC/State Inspections.
- Experience in supervision is desirable.
- Experience working with seniors and/or the disabled.
- Multilingual a plus (Spanish or Korean preferred).

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Must be able to perform heavy work in exerting 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly.

- Must be able to climb and work on ladders, bend at waist and knees to lift boxes, appliances, furniture and remove snow. Must be able to work with arms raised overhead and climb stairs repeatedly.
- Must be able to work outdoors during extreme temperature conditions.
- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

**LICENSE:**

The position of superintendent requires driving a personal and/or HABC owned vehicles on company business. The applicant must have and be able to maintain a valid driver's license with acceptable driving record and auto insurance.

**HOW TO APPLY:**

Please submit a resume, salary requirements and 3 references, as follows:

**Via E-Mail:** [HR118@habcnj.org](mailto:HR118@habcnj.org)

**Regular Mail:**

Human Resources Manager – HR118  
Housing Authority of Bergen County  
One Bergen County Plaza, Fl. 2  
Hackensack, NJ 07601

**In Person:** Applications are available at the HABC's main office.

**Deadline:** Position Open Until Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

**NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This organization participates in E-Verify. [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).**

**The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.**