

New Providence Women's Shelter

JOB POSTING

Title: Maintenance Building Manager

Requirements:

- BA preferred plus experience in building management
- Excellent organizational and supervisory skills
- Solid writing and communication skills
- Basic computer skills, including working knowledge of Windows and Word

Duties:

- Responsible for day-to-day oversight of the maintenance and custodial operations
- Train, Schedule & Supervise Maintenance/Custodial Staff
- Conduct weekly custodial meetings
- Act as liaison and remain in compliance with service and maintenance contractors, DHS, OTDA, FDNY
- Ensure building compliance with codes and regulations
- Manage all repairs and general maintenance of the building
- Complete corrective action plans for all building/maintenance inspection citations
- 24/7 Emergency Coverage
- Perform all other duties assigned by Shelter Director

FAX or Send resume to:

**HR Department
Project Renewal, Inc.
200 Varick Street, 9th Floor
New York, NY 10014
fax: (212) 243-4755
email: careers@projectrenewal.org**

NO PHONE CALLS