

MHANY Management, Inc.
Position Description – Handyman
New York City

The Handyman will work under the direction of the Maintenance Field Supervisor, Deputy and/or Executive Director or his/her designee and job responsibilities will include but not necessarily be limited to the following:

The entire building (interior, exterior, roofs, parking lots, hallways, basements, compactor and other utility rooms, and apartment repairs as directed) are the primary responsibility of the superintendent. The owner will provide additional staff (porters and other handyman) as required. The handyman may be called during non-working hours to address issues in assigned buildings, must report any incidents of a repair or security nature to the owner/manager immediately so a plan can be made accordingly.

It is the handyman's responsibility to maintain the excellent and clean appearance of their building at all times. Anything that interferes or puts the appearance and security of the building and the residents at risk must be reported by the handyman immediately and a plan of action will be formulated. If the handyman does not report regularly and timely on building conditions, this will be an indication that job responsibility is not being fulfilled.

Position: Handyman for MHANY Management Inc.
Job Category: Non-Exempt
Reports to: Field Maintenance Supervisor, Deputy and/or Executive Director
Salary Range: \$24 to \$26 per hour

GENERAL JOB RESPONSIBILITIES

The Handyman will work under the direction of the Field Maintenance Coordinator:

- Make all necessary repairs, including but not limited to the following:
 - Replace defective toggle switches, electric panel and/or outlets and other minor electric problems
 - Repair of leaky faucets, replacement of washers, broken or leaky pipes (under sinks, tubs and toilets including inside walls)
 - Small plastering jobs and sheetrock replacement including walls and ceilings
 - Tile repair in bathrooms and kitchens
 - Clear sink, basin and toilet stoppages and basements if not too large
 - Replace ceiling and wall fixtures in apartments and public areas and minor repairs related to such issues
 - Replace floor tiles
 - Repair door locks and replace knobs when necessary (all building doors)
 - Minor refrigerator repairs (door hinges, door latch)
 - Replace or tighten/loosen balances on windows, sashes and chains
 - Repair counter tops or assist with replacement when necessary
 - Replace defective radiator air valves and repair leaky radiator shut-off valves, bleed radiators
 - Paint areas where work has been done inside the wall or where there is minor to moderate damage to wall or ceilings – individual areas and rooms –
- Be responsible for personal time attendance – call in daily work start and end time to designated field supervisor
- Be responsible for quality and timeliness of work, appearance and conduct towards the residents

- Be responsible for the maintenance and operation off all building equipment, fixed and portable.
- Execute a continuous system of preventative maintenance for structures, fixtures, and equipment.
- Maintain an inventory on site of materials, tools, supplies, and equipment, and regulate their use.
- Order all necessary materials, supplies and equipment through the Field Maintenance Supervisor as necessary
- Enforce safety and security regulations.
- Handle resident complaints on maintenance service and repairs based on dispatched work orders and calls) issued by MHANY Management office, typically through the Field Maintenance supervisor and/or Maintenance coordinator but occasionally from Deputy or Executive Director.
- Work with the Field Maintenance Supervisor to improve building maintenance and appearance
- Attend staff meetings and meetings with resident groups at the direction of the Field Maintenance Supervisor or at the request of the Deputy and/or Executive Director.
- Keep current all licenses, permits and certifications necessary for the personal execution of duties.
- Make prompt reports on all accidents and/or building emergencies to the Field Maintenance Supervisor (or in the event you cannot reach them the Deputy and/or Executive Director).
- Be on 24-hour call for emergency situations at all times. If you plan to be away or unreachable for whatever reason please notify the Field Maintenance Supervisor ahead of time.
- Notify designated staff person, typically Field Maintenance Supervisor or Maintenance Coordinator, of any violations served by governmental agencies or insurance carriers.
- Maintain files and records on service requests, purchases, inspections, warranties, building inspections, equipment, etc. on site for review by Field Maintenance Supervisor or other appropriate MHANY Staff when necessary.
- Report any untoward or illegal activity to the MHANY Management office immediately.
- Do not fraternize or hangout in any way with the residents of the building, particularly during work hours.

PREVENTIVE MAINTENANCE SCHEDULE

The handyman is primarily responsible for the maintenance of the building. The various tasks are scheduled and assigned by the Field Maintenance Supervisor.

In scheduling these tasks, they are divided into daily, weekly, monthly and seasonal tasks. Preventive Maintenance duties include but are not limited to (under the direction of the Field Maintenance Supervisor):

- Ensure all public areas, interior and exterior (rear, side, front yards) are clean of debris, tenant stored items, overgrowth and other encumbrances.
- Walk all public halls and stairwells checking proper operation of doors, alarms, emergency lighting, hall and stair well light fixtures. Check wall and floors for damages and report amount of repairs. Check banister for damage. Check all surfaces (walls) for graffiti, paint blemishes and/or marks and impurities. Remove all immediately.
- Check roof for standing water and/or other drainage issues. Remove any debris and ventilation fans for proper operation and check/clean roof drains.
- Check all lobby and building entrance doors for cracked glass, check doors for proper closing and locking (including ensuring all doors are self-closing), check intercoms for proper operation, check lighting and fixtures.
- Check exterior of building, sidewalk, walkways. Visibly check building surfaces for cracks or signs of water penetration, check for broken window glass in apartments. Report any and all

hazardous conditions to MHANY MANAGEMENT office immediately.

- Check electric meter room, water drain room, storage room and gas meter for signs of water leaks, unauthorized access, tampering, or tenant stored items and remove immediately.
- Report all problems immediately to MHANY MANAGEMENT office. Also report any noticeable gas leaks to MHANY MANAGEMENT office.
- Check all plumbing lines and connections for signs of leaks. Report any hazardous conditions to MHANY MANAGEMENT office.

PLUMBING

- Visible check all shut-off valves for signs of leaks-water and heating.

MONTHLY DUTIES

- Carefully inspect roof for signs for wear and damage, check flashing and roof surface.
- Accompany exterminator, water treatment, burner service companies to assure service of all equipment.

WORK ORDER ASSIGNMENTS

- Make repair in public areas and resident units.
- Maintain a repair log of all work orders done on a daily basis by number, date, location, resident sign off.