

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Lead Facilities Assistant/Handyman  
**Department:** Early Childhood Education  
**Reports to:** Director of Facilities, Union Settlement  
**Hours:** Full-time  
**FLSA Status:** Non-Exempt

### Position Summary:

The Facilities Coordinator/Handyman is responsible for the maintenance, operation, and safe use of all Union Settlement Early Childhood facilities. The Coordinator must be both a hands-on worker and an excellent manager, coordinating projects at multiple locations.

### Responsibilities:

- Maintain all Early Childhood facilities and mechanical systems.
- Regularly inspect all facilities to ensure adherence to the various rules and guidelines established by Head Start Performance Standards, New York State and New York City oversight agencies, as well guidelines established by funding sources.
- Ensure that fire safety equipment, plumbing fixtures, electrical units, gas and HVAC systems are all in proper working condition.
- Maintain preventative maintenance programs; repair, replace, and upgrade systems and facilities as needed.
- Keep accurate records and reports regarding preventative maintenance, work orders, tools and equipment, inventories, and purchase orders.
- Recruit, train, and supervise maintenance staff.
- Train, supervise and motivate others to engage in appropriate performance management activities.
- Evaluate staff performance in partnership with Site Directors and identify areas of training needed.
- Collaborate with internal departments and external agencies to facilitate training.
- Ensure effective and respectful response to facilities concerns.
- Supervise outside contractors, in-house construction projects, and capital improvements.
- Implement rules and regulations to ensure the safety of employees and participants who utilize Union Settlement facilities.
- Collaborate with Director of Facilities for large agency projects

- Additional duties as assigned by Associate Executive Director, Operations.

**Qualifications:**

- At minimum 3+ years of progressively responsible experience in property and/or facility operations and management of multi-site facilities.
- Demonstrated experience in managing multiple sites and supervising employees.
- Demonstrated knowledge of office building cleaning practices, procedures, supplies, and equipment.
- NYC Fire Department Certificate of Fitness for Citywide Fire Guard For Impairment (F-01), Certificate of Fitness for Fire, Emergency Drill Conductor (F-07), and Certificate of Fitness for Supervision of Fire Alarm Systems and Other Related Systems (S-95) Certification preferred or the ability to obtain those certifications in the first 60 days of employment.
- Demonstrated knowledge of basic electrical and mechanical systems preferred.
- Excellent interpersonal skills and ability to work with staff at all levels.
- Strong organizational and time management skills.
- Demonstrated experience in troubleshooting and problem-solving.
- Excellent management abilities
- Unquestioned personal and professional integrity
- A dedicated work ethic and true teamwork spirit
- Strong organizational skills; detail oriented.
- Must be available to respond to emergency facilities situations.
- Strong written and verbal communication skills required.
- Bilingual (English/Spanish) a plus.
- Valid driver's license and clean driving record required.
- Schedule will generally be Monday-Friday, but candidate should have the ability to work on the weekend occasionally or as needed for special projects and events.

**To Apply:**

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to: [operationscareers@unionsettlement.org](mailto:operationscareers@unionsettlement.org). Please indicate Facilities Coordinator-ECE in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**