



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

PROJECT MANAGER-MAINTENANCE

NATURE OF WORK

The Project Manager –Maintenance facilitates small and medium scale construction projects throughout CHDC's entire portfolio of buildings. This includes managing outside contractors as well as providing administrative support to the Director of Maintenance.

RESPONSIBILITIES

- Scope, contract, and oversee multiple construction projects
- Serve as liaison between Housing Management, Maintenance and outside contractors
- Maintain records for current and upcoming projects
- Assist in identifying need and priority of projects
- Assist in scheduling and invoicing of internal maintenance work
- Track invoices, cash disbursements and cash receipts for Maintenance department to ensure proper invoicing and payments.
- Correspond with vendors, contractors and tenants as needed, including but not limited to composing letters and memos and fielding billing and payment inquiries.
- Maintain and update departmental files including but not limited to creating files and filing documents and updating excel spreadsheets
- Produce monthly departmental reports

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in a related field and a minimum of 2 years related work experience required.
- Experience with housing maintenance and housing management preferred.

Knowledge, Abilities, and Skills

- Must be self starter with drive to take projects to completion.
- Must have excellent organization and communication skills with the ability to manage several projects at once.
- Familiarity with building systems and construction methods.
- Must be comfortable working in the field with contractors as well as in an office setting.
- Must be able to work independently as well as receive direction from multiple directors.
- Computer literacy required, including MS Word, Excel and Access.

REPORTS TO

Director of Maintenance

MANAGES

None

403 West 40th Street New York, New York 10018

Phone: 212. 967. 1644 Fax: 212. 967. 1649

SALARY RANGE

23,000 to 28,000 plus benefits and housing in Midtown Manhattan (35,000 to 40,000 total)

APPLICATION INSTRUCTIONS

Email Resume and Cover Letter to applications@clintonhousing.org. No phone calls please.