

IRIS HOUSE, INC. POSITION DESCRIPTION

Position Title:	Senior Residence/Facility Manager	FLSA Status:	Exempt
Incumbent:	TBH	Department:	Scatter Site Housing Program
Reports To:	Dir., Scatter Site Housing Program	Date:	9/16 (rev.)
Location:	West Side Headquarters		

POSITION SUMMARY

The Senior Residence/Facility Manager has overall responsibility for the day-to-day supervision of the Maintenance/Housekeeper staff members. She/He maintains regular contact with landlords/owners and realtors to seek new apartments for leasing, to obtain and maintain updated leases and to keep abreast of clients' needs. The incumbent also maintains an on-going relationship with Con Edison and other utilities to maintain quality services for clients; and with Iris House clients and clinical staff members. The Senior Residence/Facility Manager secures apartments within a specified area as defined by Iris House contractual agreement with the Human Resource Administration (HRA). The incumbent ensures that the apartments are prepared for occupancy in accordance with the department, Iris House and contractor's requirements.

ESSENTIAL POSITION FUNCTIONS

1. Oversees the supervision of the assigned maintenance staff to ensure timely response to clients' requests for services and to ensure occupancy and quality assurance standards are maintained.
2. Locates and secures leases for apartments. Conducts a comprehensive assessment of newly leased and/or perspective apartments to ensure Iris House policies and the contractual agreement standards are met.
3. Monitors landlord compliance and reports non-compliance issues to the director with recommendations for resolution.
4. Ensures all repairs, inspections and other maintenance needs are completed in a professional and expeditious manner with little or no disruption to the client. Ensures only authorized individuals have access to apartments for completing repairs.
5. Coordinates apartment moves and assists with coordinating the agency's moves as directed.
6. Prepare work schedules for maintenance staff to ensure work orders and service requirements are completed in an expeditious and effective manner.
7. Regularly inspects leased properties for safety and maintenance problems.
8. Ensures monthly reports are accurate and completed in a timely manner.
9. Keeps abreast of the latest development in facility and/or maintenance issues and concerns by conducting research, reading available written resource materials, attending appropriate meetings and

workshops and engaging in other useful methods to maintain up-to-date facility/maintenance awareness.

10. Ensures supervisor is informed of significant issues and conditions that may have an adverse impact on the organization's operation and goals.
11. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

OTHER POSITION FUNCTIONS

1. Demonstrates teamwork and open communication.
2. Performs other related duties as assigned.

POSITION REQUIREMENTS

Education: Bachelor's degree in facilities management or related field.

Experience: At least three (3) years of related experience, including one (1) year of supervisory experience.

Other Requirements: Knowledge and understanding of building management. Excellent organization and communication skills; knowledge of federal, state and local laws and regulations related to building/facilities management. Must have a valid New York State driver's license. Ability to interpret and resolve new, unusual or particularly troublesome situations.

CONTACTS

Internal: Frequent contact with team members from other departments; some contact with program participants.

External: Occasional contact with contract provider and community agencies.

**Interested and qualified candidates please email your resume to Harry Gibbs,
Director of Housing, at Hgibbs@irishouse.org**