

## **SUPERINTENDENT - LIC**

Time Equities, Inc. ("TEI"), a full-service global real estate company, is seeking a full-time highly organized, experienced multitasking building manager with effective people and problem-solving skills to manage the Silks Building in Long Island City. The successful candidate does not get flustered dealing with lots things going on simultaneously, lots of tenant requests, various build system emergencies, etc. Someone living within the area would be preferred.

The Building Manager/Superintendent performs various tasks throughout the day, including building repairs/maintenance, code compliance, responding to existing tenant work requests, conducting showings/leasing tour with prospective tenants, coordinating unit prep/turnovers, overseeing 3<sup>rd</sup> party contractors performing work in the building, etc. The position requires experienced handyman skills, strong knowledge of electrical, plumbing, mechanical, and heating systems. Most importantly, the position requires strong interpersonal and problem-solving skills, as well as the ability to multi-task.

### **Silks Building Description:**

Time Equities Inc. purchased the Silks Building in 2004 and converted it into a modern, multi-tenant commercial loft building. The building features over 80 individual suites with small offices, art studios, and light industrial uses. The property has common corridors, restrooms, and a common on-site lounge for tenant use.

## **RESPONSIBILITIES**

The responsibilities include but are not limited to.

- Inspecting vacant units and prepares them for rental.
- Responding to tenant requests for repairs and keeps a journal of completed work.
- Keeping building grounds and common areas clean and in safe condition.
- Ensuring that garbage and recycled items are placed for pick up at the appropriate times and in the proper manner.
- Keeping entrances, walkways and stairways clear of ice, snow, and debris.
- Maintaining fresh paint on interior and exterior of the building.
- Maintaining inspection logs for sprinkler systems, fire extinguishers and other building systems as required by state and federal law.
- Conducting regular preventative maintenance on items throughout the interior and exterior of the building.
- Performing regular inspections of all common areas.
- Responding to emergency calls.
- Coordinates with contractors or repair crews for work that is outsourced.
- Keeping noise levels to a minimum.
- Participating in interviewing and hiring of maintenance staff.
- Supervising any construction work taking place in the building.
- Purchasing all maintenance supplies and keeps adequate inventory.

## **REQUIREMENTS**

- Must have strong problem-solving skills.
- Must have the ability to perform basic repairs in electrical, plumbing, and mechanical systems.
- Must have good communication and interpersonal skills.

- Must have superior customer service skills.
- Has good listening and negotiating skills.
- Must be detail oriented and have good scheduling skills.
- Must be proficient at safely using tools associated with the job.
- Has knowledge of building codes and safety standards as set forth by the state and federal governments.
- Must have a valid driver's license.
- Must be able to lift heavy items.
- Must have basic first aid skills.
- Must be able to maneuver in small spaces.
- Must be able to kneel and crouch or climb tall ladders.
- Must wear the proper safety equipment in the appropriate situations including hard hats, eye and ear protection, safety shoes, gloves, face mask and respirator.

#### **Education and Experience**

- High school diploma.
- Experience working on a construction or maintenance crew.
- Associate degree in Property Management.

#### **Work Environment**

- Must be able to deal effectively with unruly or unhappy tenants.
- Must be able to work in dirty, hot, cramped and otherwise uncomfortable areas.
- Time will be spent walking all over the property, including up and down stairs.
- Must be willing to work odd hours including nights and weekends.

#### **BENEFITS AND PERKS:**

- Broad competitive compensation and benefits package including Medical, Dental, Vision, Life and Disability insurance
- 401(k) Retirement Plan with company-matched contributions
- Eligible to elect other voluntary benefits including FSA, additional life insurance coverages
- Up to \$3,500/year in tuition reimbursement
- Tax free benefits for mass transit or parking expenses
- Access to an Employee Assistance Program for services including counseling, financial and legal consultation, referrals for care service and more
- Opportunity to enroll in internal mentorship program
- Opportunity to serve on various internal committees such as the Change Committee and Wellness Committee
- Health and wellness opportunities including discounted gym membership options with NYSC and Class Pass
- Paid time off including vacation, sick, and personal days

**Come join a great company and start a rewarding career path in a booming industry If you are interested please send a cover letter along with your salary requirements to [jobs@timeequities.com](mailto:jobs@timeequities.com)**

**WHO WE ARE:**

*Founded in 1966, Time Equities, Inc. (“TEI”) has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its portfolio approximately 36 million square feet of residential, industrial, office, and retail property including about 5,000 multi-family apartment units, approximately 580,000 square feet in pending acquisitions, and 1.7 million square feet of various property types in stages of pre-development and development. With 327 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes, and markets. There are concentrations in the Northeast, Southeast, Midwest, and West Coast of the U.S., and new markets around the world are always being evaluated.*

**Time Equities, Inc. does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs.**

**Come join a great company and start a rewarding career path in a booming industry!**

For more information, please visit our website at [www.timeequities.com](http://www.timeequities.com)