



## **Maintenance Project Manager (Mental Health Supportive Housing Program, Bi-County, NY)**

The Maintenance Project Manager is responsible for monitoring the physical integrity of the building and working with maintenance staff to address any deficiencies. In addition to the regularly scheduled hours, the facilities site supervisor will have on-call responsibilities during non-scheduled hours to respond to building emergencies. Serves sites in both Nassau and Suffolk counties.

- Responsible for developing a capital improvement plan for all owned properties.
- Conduct bi-annual assessments of all properties.
- Responsible for overseeing work completed by outside vendors. Monitors project scope and budget.
- Reviews with Architect/Engineer proposed configuration, materials and systems and advises them of requirements and final review decisions.
- Reviews contract documents and specifications for sign-off. Work with Facilities Manager to ensure all annual contracts are completed satisfactorily.
- Responsible for development and maintenance of project plan utilizing project management methodologies.
- Ensures and enables completion of tasks assigned to project team members according to established deadlines and quality measures.
- Acts as a liaison between Facilities Development department and other departments in regard to construction projects.
- Responsible for coordinating all repairs and maintaining all contracts in our Ronkonkoma office.
- Respond to after-hours emergencies as needed.
- Works closely with management team to integrate project into overall Agency planning.
- Assist to locate and assess new properties.
- Meets regularly with Program Director to communicate project plan status and issues.
- Coordinates the successful regulatory approvals for all projects assigned.
- Assist in training building mechanics and development of maintenance skills as needed.
- Additional administrative duties as assigned.

### **Qualifications**

- High school graduate.
- At least 5 years' experience performing maintenance and construction project management for multiple housing sites.
- Home inspector certification preferred.
- Bi-lingual preferred (English/Spanish speaking).
- Must have knowledge of 'maintenance tracking database' as well the ability to use Microsoft Outlook, Word, Excel and mobile device applications.
- Knowledge of federal, state, and local laws.

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Fax your resume to: **(631) 361-7087**

E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**

### **Work Schedule:**

Monday through Friday (35 hours/week)  
8:00 am – 4:00 pm

### **Benefits**

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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