



Position: Superintendent (Studios)
Employee Category: Regular, Full-time, Hourly
Reports to: Facility Manager/ Assistant Director Buildings
Supervises: Studio cleaning staff in the absence of the Facility Manager

A midtown Manhattan cultural organization, New 42's mission is to make extraordinary performing arts and cultural engagement part of everyone's life from the earliest years onwards. We do this work through the New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory").

Position Summary:

Under the direction of the Assistant Director, Buildings, and or the Facility Manager performing cleaning, maintenance and minor repairs on building and equipment. Monitoring work of tradespeople. Ensuring adherence to rules and regulations. Assuming responsibility for building supply stocking, operations of all mechanical systems and building infrastructure, as well as building facilities service areas.

Responsibilities:

- Performs minor repairs and adjustments, such as windows and doors, and replacing washers on taps. Handles urgent or minor complaints. Reports major complaints in writing. Monitors work of trade people and completes reports, including use of material and time spent.
- Inspects and coordinates recharge of fire extinguishers, as required. Ensures that fire egress and passages leading to them are clear of obstructions. Schedules weekly, monthly, semi- annual and five years building inspections and tests. Keeps all FDNY logbooks and Cooling tower records up to date. Escorts FDNY and DOB inspectors for their routine inspections.
- Examines building mechanical systems (HVAC, Sprinkler, Standpipe, Electrical and Plumbing), performs regularly required inspections and routine maintenance. Operates BMS for HVAC systems.
- Cleans public spaces including the front of the building, sidewalks, steps, lobby, loading docks, back of house work areas, removes snow etc.
- Ensures adherence to city regulations regarding garbage removal. Empties and disinfects garbage pails.
- Assumes responsibility for the distribution and return of keys.
- Inspects premises between each load in & out of rental tenants. Notifies Assistant Director, Buildings and/or Facility Manager of any required repairs or decorating.
- Completes all facilities reports.
- Uses, maintains, and repairs a variety of equipment such as vacuum cleaners, floor polishers, ladders, mops, brooms, cleaning accessories, plumbing wrenches, screwdrivers, etc. Reports equipment needs to Assistant Director and/or Director as required.

Qualifications:

- High School Diploma/GED
- 5 years of maintenance and repairs responsibility in building operations/facility management (preferably in public facilities)



- Knowledge of mechanical systems; hands-on experience in general repairs
- Must meet all essential job functions/duties; significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent, kneeling, crouching and/or crawling; reaching above shoulder level; fine-finger dexterity.
- Must have the ability to work weekends, holidays, and be on emergency call 24/7.
- Computer knowledge in Google doc, and Microsoft Office

FDNY Certificates required:

- F-59: Emergency Action Plan/Fire Safety Director
- S-12 Citywide Sprinkler Systems
- S-13 City-Wide Standpipe Systems
- P-98 Certificate of Fitness for City Wide Fuel-Oil Piping and Storage System
- P-99 Certificate of Fitness Low Pressure Oil Boiler
- F-89 Fire & Life Safety Director

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

To Apply: please include a resume and a cover letter identifying your specific interest in and qualification for the position at careers@new42.org