



Position: Handy Person
Location: Bronx, NY
Reports to: Assistant Director
Hours: Full-time, 40 hours per week, some evenings/weekends required
9am – 5pm

About Jericho Project

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 33-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

About the Position

Jericho Project (Anthony Ave) is seeking a full-time experienced handy person for two buildings located at 1840 and 1846 Anthony Ave. Each building has a total of 33 SRO supportive units a total of 66 units combined. The handyperson may be required to work after regular scheduled hours for emergencies and special situations.

Responsibilities:

- Under supervision of the Assistant Director, assist in establishing weekly work priorities and schedules work to comply with priorities.
- Know when priorities need to be completed when Assistant Director may be out
- Assist porter with daily task.
- Perform maintenance repairs task on buildings, grounds and property that require skills in one or more of the following trades: Carpentry, Painting, Plumbing, Plastering and other similar areas.
- Perform on-going preventive maintenance according to established schedules and notify Assistant Director of progress on a day to day basis.
- Follow up and follow through on all assigned jobs.
- Complete jobs in a timely manner.
- Be able to assess when supplies are running low and or needed.
- Adjusts, maintains, and cleans all machinery and equipment, as required particularly to maintain such in compliance with all rules and regulations, including heating, plumbing, motors, fans, boilers and electrical plants.
- Accountable for work performed, materials and supplies utilized in conjunction with the labor.
- Maintain a clean office space.
- Other duties assigned.

Requirements:

- Available to work after normal work hours and to be on-call for emergencies and special situations.

- Strong knowledge of trades such as plumbing, electricity and carpentry. Ability to apply knowledge in these fields.
- Knowledge of relevant NYC Sanitation, building and maintenance rules, regulations and codes.
- Ability to receive and carry out oral and written instructions.
- Capability to plan and schedule work and complete work orders.
- Aptitude to make clear and concise decisions quickly and effectively when under work related pressure.
- Capability to communicate orally and in writing so as to be readily understood by others.
- Ability to work harmoniously with others.
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Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Handy Person**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org