Manhattan School of Music Position Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Assistant Superintendent</th>
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<tbody>
<tr>
<td>Department</td>
<td>Facilities Management</td>
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<tr>
<td>Reports to</td>
<td>Director of Facilities, Building Audit Specialist &amp; Superintendent</td>
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<tr>
<td>Internal Contacts</td>
<td>Facilities Personnel, Residence Life, Piano Tech &amp; Production</td>
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<tr>
<td>External Contacts</td>
<td>Security; Vendors; Contractors; Building Agencies, etc.</td>
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<tr>
<td>Date Listed</td>
<td>June 3, 2015</td>
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<tr>
<td>Application Due</td>
<td>June 10, 2015</td>
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<tr>
<td>Start Date</td>
<td>ASAP</td>
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**Domains:**
- Inspects and maintains building operating systems
- Performs minor electrical, plumbing, hardware, lock and carpentry repairs
- Assists with garbage and snow removal and sidewalk cleaning when needed
- Maintains an inventory of all Facilities tools and equipment and submits order requests to the Facilities office
- Oversees contractors, delivery personnel and any inspectors with NYC departments (police, fire, sanitation, building inspectors)
- Troubleshoot problems with physical plant operating systems; calls in service contractors and follows up accordingly
- Knowledge of BMS (especially Johnson Controls pneumatic system), HVAC systems, fire alarm, boiler, plumbing, electrical and controls systems

**Job Requirements:**
- High School diploma or bachelor’s degree, preferably with a degree in facilities management
- 1 year of facilities and building system experience
- Technical knowledge of building systems, contractual maintenance, construction and related services
- Proficiency with electrical, plumbing and HVAC distribution systems
- Knowledge of federal, state and local laws, ordinances, and codes relating to the operation and safety of facilities
- Working knowledge of MS Word, Excel and scheduling software
- Strong customer service and interpersonal skills
- Experience working with computerized BMS systems
- Certifications (boiler, fire alarm, sprinkler/standpipe, AED/CPR/FirstAid) and Affiliations helpful

**Contact Information:**
Send letter of application and résumé including three references to: Rosalie V. Gambino, Building Audit Specialist, rgambino@msmny.edu
AA/EOE/ADA