

## Position Description

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<b>Title:</b>	Handyperson
<b>Department:</b>	Office of Facilities and Campus Safety
<b>Reports to:</b>	Director of Engineering and Life Safety
<b>Internal Contacts:</b>	Residence Hall Residents and Staff
<b>External Contacts:</b>	Vendors, Contractors, City Agencies, and others as needed
<b>Employment Status:</b>	Full-time; non-exempt
<b>Work Schedule:</b>	Sunday - Thursday, 10:00 AM - 6:00 PM
<b>Salary:</b>	\$68,000

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### Position Summary:

The Handyperson performs a range of building maintenance and repair duties while supporting the operation of central plant systems and other critical infrastructure. Duties include repairing common plumbing and electrical issues, conducting preventive maintenance, responding to maintenance requests from residents and staff, and ensuring compliance with safety codes and regulations.

### Domains:

- Diagnose and repair common plumbing issues, including leaks, clogged drains, fixture replacements, and valve repairs.
- Diagnose and repair common electrical issues, including outlets, switches, and fixtures.
- Complete plaster and drywall repairs.
- Assist maintenance staff with the day-to-day operation of central plant systems, including cooling towers, boilers, pumps, HVAC systems and controls, fire alarm and sprinkler systems, elevators, and other critical equipment.
- Respond to maintenance requests from residents and staff in a timely and professional manner.
- Maintain and repair doors, locks, and door hardware.
- Assist with preventive maintenance programs to ensure building equipment and infrastructure remain in good working conditions.
- Maintain an inventory of tools, supplies, and equipment, working with Facilities Office staff to order items as needed.
- Oversee contractors and representatives from other agencies when on site.
- Assist with general building upkeep, including garbage removal, exterior maintenance, and snow removal when required.
- Perform other related duties as assigned.

### Job Requirements:

- Minimum of 2 years of experience in building maintenance or handyman services.
- Demonstrated working knowledge of plumbing repairs, common electrical work, drywall/plaster repair, and HVAC systems.
- Familiarity with working in a college residential environment is preferred.

- Willingness to secure certifications (OSHA, FDNY, boiler, sprinkler, standpipe, etc.) as requested in support of building systems.
- Knowledge of federal, state, and local laws, ordinances, and codes relating to the operation and safety of facilities.
- Basic computer skills, including familiarity with Microsoft Office and computerized work order systems.
- Strong customer service and communication skills when interacting with members of the MSM community.
- Self-motivated, organized, and able to prioritize multiple maintenance tasks.

**Contact Information:**

Send letter of application and résumé, including three references to:

Richard Osorio, Director of Engineering and Life Safety  
[Facilitiesjobs@msmnyc.edu](mailto:Facilitiesjobs@msmnyc.edu)

No phone calls, please.

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