



DE LA SALLE ACADEMY

Building Manager (Part-time)

Mission:

De La Salle Academy is a private, independent, non-sectarian middle school located in Manhattan. The school's student body includes students from across New York City. De La Salle is the only private, co-educational, independent school in New York City for academically talented, economically less advantaged students in grades six through eight. Students and adults commit to living in community through a purposefully rigorous academic curriculum, strong core values, a profound knowledge of self, and a desire to serve the array of communities we represent. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

Position:

De La Salle Academy seeks a Part-Time Building Manager to start June 15, 2024. The manager will oversee regular building maintenance and repairs for a six-story building and support the Director of Finance and Operations with coordinating maintenance of utilities and energy management systems in order to provide a safe, healthy and comfortable environment for students, faculty and staff. The Building Manager is responsible for scheduling and supervision of maintenance and repair activities when possible. This position reports directly to the Director of Finance and Operations and will be required onsite Monday - Friday from 7am to 12 pm.

Qualifications and Skills:

- A minimum of 3-4 years experience as a building manager or similar position
- Ability to perform repair/replacement activities as it relates to minor carpentry, electrical, plumbing, painting and plastering activities.
- Must be physically capable of lifting up to 50 lbs and walking up 7 flights of stairs as the building does not have an elevator.
- Familiarity with HVAC and boiler systems.
- Satisfactory oral and written communication.
- Knowledge of relevant NYC laws, regulations and building codes



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Key Responsibilities Include:

- Develop, implement, and execute preventative maintenance of the building, mechanical and electrical, utility, and safety and security systems.
- Perform routine inspections of the school building and related systems (fire alarm and carbon monoxide systems).
- Complete assigned work orders by making repairs within the specified time frame.
- Support the oversight of all external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.).
- Support the oversight of maintenance contractors engaged in building and grounds upkeep and repair; responsible for employee (faculty/staff/student) safety, electrical, plumbing, heating, air conditioning, and ventilation services.
- Conduct janitorial duties (including trash disposal) in the cafeteria and to the extent needed throughout the building.
- Oversee site and building projects performed by outside contractors, as needed
- Ensure the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies such as DOB, DSNY, NYC-DEP, OSHA, FDNY, and other local and state health departments and AHJs as required.

Compensation:

\$25/Hour

How to Apply:

Applicants should forward resumes to employment@dlsanyc.org. Subject line should include the candidate's name and the position of interest. All materials should be addressed to Dr. Angel Gonzalez, Head of School.

De La Salle Academy is an equal opportunity employer.