

THE SPEARS BUILDING
SUPERINTENDENT
JOB DESCRIPTION AND POSITION GUIDELINES

Introduction

These guidelines are not intended to be an all-inclusive description of job functions. The purpose of these guidelines is to outline expectations of the position and generally define responsibilities. The employee's signature on this Position Description Guideline is an acknowledgement of its receipt.

Position Summary

The position of building Superintendent is responsible for the safe and economical maintenance of The Spears Building Condominium, including the grounds, outside perimeter and building's mechanical equipment. The Superintendent shall assist in updating, implementing, and monitoring a written Maintenance Schedule, which includes day-to-day cleaning and long-term preventative maintenance, designed to maintain the cleanliness of the building and abutting streets and gutters and top functionality of all building systems. The Superintendent shall supervise the daily activities of the building staff.

The Superintendent shall report directly to the Management Company.

The Superintendent, as the on-site representative of the Management Company and Condo shall present himself in a professional and business-like manner. The Superintendent is a role model for the building staff and will follow all Management Company and Condo rules and procedures.

The Superintendent must interface with, and be responsive to, owners and tenants of the building in an effort to provide quality, timely service.

The Superintendent is directly responsible for all issues pertaining to building repairs, service, and staff.

Position Guidelines
Duties and Responsibilities

Set forth below are the minimum specific tasks of the Superintendent. The Superintendent is expected to use good judgment to initiate additional work tasks to maintain building repairs, services, and staff ongoing.

The Superintendent is directly responsible to facilitate all necessary building repairs or replacements. The Superintendent is required to react in a timely manner to satisfy owner and tenant building service requests.

The Superintendent's overall responsibilities can be categorized into two procedural areas identified as Administrative/Supervisory and Maintenance.

Administrative /Supervisory Responsibilities

The building Superintendent is responsible for scheduling, reporting, organizing, and tracking of all building activities and related staff issues.

- 1) Review security issues reported by Door Staff or Porter staff.
- 2) Supervise and be held accountable for building staff in all activities.
- 3) Implement, and monitor a written, comprehensive cleaning and preventive maintenance checklist for the building and streets abutting the building. Written checklists are to be submitted to the Management Company for its review and approval and these checklists should be updated as appropriate.
- 4) Supervise and direct Porter staff. See description of porter tasks and responsibilities attached as Exhibit A.
- 5) Supervise and direct door staff. See description of door staff tasks and responsibilities attached as Exhibit B.
- 6) Supervise, and perform where required, the cleaning and the maintenance of the building as set forth in the tasks and responsibilities described for the door staff, porter and superintendent.

Administrative/Supervisory

The Superintendent is responsible for the job performance of all building staff. The Superintendent must supervise them on a daily basis and maintain logs concerning their job performance. All staff must make their whereabouts known to the Superintendent at all times during the workday. The Superintendent and building staff are to remain on premise during work hours unless otherwise directed. Violations of staff procedure should be written-up and included in the employee's personnel file, with copies provided to the staff member and to the Management Company.

The Superintendent shall assist and coordinate work performed at the building by outside contractors.

The Superintendent shall utilize resources within the management Company to reduce costs to the building and to increase productivity goals.

All accidents, no matter how small or minor, must be reported immediately to the Management Company and to the building's Board of Managers. A written incident report of the accident must be provided as follow-up within a 12-hour period to the Management Company and to the building's Board.

All petty cash expenditures will be reimbursed to the building Superintendent only if receipts are obtained, and the purpose of the expenditure is justified.

Maintenance

The Superintendent shall maintain a high level of cleanliness throughout the building and surrounding perimeter. Hallways, lobby, and basement facilities must be kept clean at all times, with necessary repairs and “touch-ups” made in a timely manner. The Superintendent may be required to assume the job responsibilities of the building’s Porter or Door staff, assist with sweeping, mopping, vacuuming, emptying the trash, cleaning windows, as needed in order to maintain services at the building.

Maintenance duties require the Superintendent’s direct involvement to ensure all components and operations necessary for the building to function properly are carried out. Maintenance work is to be carried out either by the Superintendent himself; the building’s Porter/Door staff; or independent service contractor(s). The Superintendent will work with all service contractors to ensure, generally, that elevators, pumps, motors and any other building equipment of a mechanical nature are inspected regularly and cleaned, oiled, greased whenever necessary. Malfunctions should be reported immediately to the service contractors and the Management Company.

Set forth below are the minimum specific, but not exhaustive, tasks of the Superintendent. The Superintendent is expected to use good judgement to initiate additional work tasks to maintain building the building in “first” class condition.

GENERAL

- Providing heat supply when necessary.
- Providing hot water supply.
- Enforcing of reasonable building rules approved by the Management.
- Reporting of tenant complaints to the Management, if such complaints cannot be handled within the duties of a staff member.
- Reporting of necessary work to be done by outside mechanics.
- The examining of work done by outside mechanics when requested by Management.
- Reporting the need of necessary tools, supplies, equipment and fuel to efficiently service and maintain the property.
- Supervise move in/out of owners and tenants.

PLUMBING AND STEAM REPAIRS

- Cleaning of local waste line stoppage where it can be done without removing the trap of fixture.
- Cleaning of drain stoppage.
- The clamping of leaks on exposed pipe or the shutting of necessary valves to prevent further water damage.
- The replacing of speedy connectors, faucets and parts, flushometers and parts, ball cocks on high and low tanks and parts.
- Tighten or seal gas pipes where leak occurs from wall to left and right nipple.
- Tightening of radiators couplings.
- The bleeding of radiators on hot water heating systems.

GENERAL WORK

- Oiling of motors where not serviced by outside contractors, except refrigerator motors.
- Elevator Operating.
- Gardening.

ELECTRICAL

- Replacing of existing apartment signal bells when a unit within itself.
- Replacing of existing bell buttons at apartment door.
- Replacing existing electrical outlets and light fixtures

CARPENTRY WORK

- Minor repairs in hallway floor molding and wood elements in lobby.

LOCKSMITHING

- Fastening of doorknob.
- Replacing of doorknob and spindles.
- Adjusting of doorknobs and spindles.
- Removing of locks and latches on doors, windows and mailboxes.
- Adjusting of locks and latches on doors, windows and mailboxes.
- Replacing of locks and latches on doors, windows and mailboxes.
- Lubricating of locks and latches on doors windows and mailboxes.
- Adjusting and regulating of door checks.
- Adjusting and regulating of door springs.
- Adjusting and regulating of door hinges.

TILING/STUCCO

- Repair of exterior common area stucco at street level façade.
- Wall and tile patches .
- Minor replacements of asphalt.
- Minor roofing patch Minor cement patches Minor stucco repairs.

PAINTING AND DRYWALL

Paint halls as needed.
Touch up drywall cracks and punctures.
Touch up hall and lobby walls.

BOILER ROOM MAINTENANCE

- Keep in clean and orderly manner.
- Lubricating of motors and pumps.

- Maintaining of proper boiler water level.
- Draining and refilling of boiler water, when necessary.

PERFORMANCE OF, AND SUPERVISION OF PORTER'S PERFORMANCE OF THE FOLLOWING CLEANING DUTIES

- Clear roof of any debris and remove and treat for growths on roof membrane of plants and other growth.
- Clear any items that accumulate in common areas (boxes, pipes, debris, etc.) and advise management.
- Clean the sidewalk and the tree crates.
- Hose down street and gutter in front of building.
- Mop stairwells (roof to basement).
- Wipe stairs/doors, wipe down railing and doors of staircase.
- Check fire hoses/re-hang as needed.
- Garbage: collect all recyclables and tie up boxes.
- Remove Trash: take out to curb the night before pick up.
- Compactor Room: change compactor bag, organize supplies, sweep and mop room. Inform when supplies are needed.
- Clean compactor/compactor room.
- Run compactor
- Clean the belt area (break any boxes) and sweep the sidewalk.
- Collect the trash from the compactor, place it on the sidewalk as necessary and
- Check roof drains
- Check exhaust fans on roof
- Sweep, dust and mop floors 1 through 6;
- Buff floors .
- Wash spots/stains off walls.
- Clean recycling/garbage chute doors;
- polish elevator doors on each floor.
- Polish metal parts on lobby doors,
- Polish metal entrance .
- Clean and polish lobby baseboards and wood paneling .
- Clean and polish desk.
- Clean the basement (storage room, locker room, basement lavatory etc),
- Sweep boiler room.
- Polish wood in lobby.
- Monitor bike and storage rooms for cleanliness, orderliness and flammables.
- Interior and exterior lights are working
- Change light bulbs when necessary
- Relieve door staff for door staff breaks
- Cleaning of tools.
- Cleaning of hall floors.
- Cleaning of stairs.
- Dusting of handrails and supports.
- Cleaning of hall side of apartment doors.

- Cleaning of hall baseboard and crown.
- Dusting of hall walls and ceilings.
- Cleaning of inside of elevator cab.
- Cleaning of elevator doors.
- Cleaning of lobby floors.
- Dusting of lobby walls, ceiling and baseboard crown.
- Cleaning of vestibule floors.
- Dusting of vestibule walls, ceiling and baseboard crown.
- Sweeping or vacuum lobby floor covering.
- Dusting of lobby furniture.
- Cleaning of entrance door glass.
- Cleaning of light fixtures glassware in halls, lobbies, vestibules, basements and elevator cabs.
- Polishing of metal finish on doors, saddles, kick plates, mail box lobby and vestibules doors, locks and plates, elevator handrails and trim.
- Sweeping of sidewalks.
- Removal of snow and ice from sidewalk.
- Cleaning of basement.
- Cleaning of storage room, garbage room, pump room, conveyor room, gas meter room, supply room and keep in an orderly manner.
- Depositing of garbage in proper receptacles for disposal.
- Touch up halls with paint
- Paint halls.
- Gardening.
- Clean tree wells.
- Clear roof drains.

PERFORMANCE OF, AND SUPERVISION OF DOOR STAFF'S PERFORMANCE OF THE FOLLOWING DUTIES

- The door staff is responsible for sweeping and mopping the floor once a shift and as needed.
- The elevator swept and mopped once a shift, and as needed.
- The doors (with the exception of the large upper glass part) have to be cleaned daily by every shift from top to bottom, inside and out at least once, as well as touch ups through the day on the glass part as needed.
- Running mats have to be placed in case of bad weather.
- The elevator and elevator doors need to be cleaned with the proper stainless steel applicator.
- The door staff has to collect the recyclables once a day as designated, as well as assist with the garbage removal.
- There is a dust mop behind the door. Pass the mop through the lobby area two (2) times per shift, or as needed.
- Wipe down door staff desk and panels, but only with cleaners approved by the superintendent.
- "Visitors must be announced" sign must be displayed appropriately.
- Clean immediate area in front of the main building entrance with small broom, and remove bottles, cans, bags, windswept debris (leaves, miscellaneous garbage) etc.
- The door staff must announce all visitors.

- The door staff has to be courteous and helpful toward all residents and visitors of the Spears Building (help with groceries, luggage, etc; physically open the door whenever possible; unlock the elevator floor; condo not argue with the residents, visitors, workers, etc.)
- Proper attire is to be maintained at all times: complete uniform if provided, black shoes and tie. The weekend and relief staff is required to wear dark color pants, black shoes. An overcoat is permitted if needed during cold weather. No radio/t v/personal computers are to be used while on duty. The outside door should stay closed for security reason, and the doorman should be ready to assist the residents by physically opening it when needed.
- No food or snacks are to be consumed while on duty. The door staff is designated three separate breaks (two 15 min breaks and one 30 min break) for this purpose.
- The door staff has to keep a proper record in the 'Log Book' of any visitors, contractors, workers, as well as packages, dry-cleaning, messenger deliveries. Unless otherwise instructed by the owners, in their absence, the doorman has to accept all deliveries (within the reasonable space limitations; signature might be required) log them in, and notify the residents of their presence. The door staff is responsible for things left in their keep (packages, building tools and materials, etc) as well as for properly locking all doors whenever they leave their post.
- The door staff has to assist residents during emergencies (water leaks, loss of electricity, etc), or perform different tasks as directed by the Superintendent within reasonable safety limits.
- All discrepancies, complains, emergencies have to be promptly reported to the Superintendent, as well as any lapses by the previous shift (which in no way should excuse anyone from performing his assigned responsibilities). Non-compliance with these house rules constitutes grounds for warnings, suspension and termination of employment.

Unit Owner Repairs/Assistance

The building Superintendent will make minor routine repairs to unit apartments at the request of owners. The work to be performed would be to adjust windows, fix minor leaks of plumbing fixtures, unblock toilets, help change light bulbs in ceiling fixtures, assist in changing batteries for smoke detectors and similar type of light maintenance assistance. Any work outside of this scope will be at the Superintendent's discretion, (i.e.. anything within the tenant's walls, major plumbing, painting and plastering etc.) would be performed by a qualified third-party contractor, or the Superintendent acting as a third-party contractor, and would be the financial responsibility of the unit owner. Third party contractor work performed by the Superintendent is limited to non-working hours.

Work Hours

The building Superintendent is expected to be on-site Monday through Friday between 7 a.m. and 3 p.m.. During all other hours, Superintendent is to be "on-call" and respond to emergencies and other Building needs 24 hours a day, 7 days a week. Employee must be reachable at all times via pager/telephone and readily available to work at all times.

Absence notification must be given to the Management Company if the Superintendent is unable to work due to illness or personal emergency; replacement coverage will be arranged as needed.

Superintendent is responsible for submitting a time sheet at the end of the work period. Such time sheet shall be signed and dated by the Superintendent. Superintendent is also responsible for having all employees sign the time sheet.

Superintendent shall not accept any remuneration from any third party contractor performing services in the building.

Office Space

The Superintendent's office is located in the building's basement, easily accessible to all staff and building residents. The Superintendent is expected to work out of this office space during work hours;.

Personal Appearance

The Superintendent should strive to maintain a professional and neat appearance for tenants and building visitors, as the work of the moment permits.

The Superintendent will present an appropriate appearance and demonstrate strong characteristics of commitment, trustworthiness, responsibility, and dependability.

I have read The Spears Building Condominium Superintendent Job Description and Position Guidelines .

Received by: _____
Print Name

Name: _____