

SUPERINTENDENT'S JOB DESCRIPTION
MONT CENIS APARTMENTS, 54 MORNINGSIDE DRIVE

The Superintendent is:

- The general caretaker and overseer of Mont Cenis;
- The person most likely to become aware of potential needs and thus, at times, prevent the development of later difficulties;
- An employee of Mont Cenis;
- A worker at Mont Cenis, generally available for emergencies that occur outside of normal business hours;
- A resident of Mont Cenis.

It is the responsibility of the Superintendent to:

Hours

- Work for the building 35 hours per week, including 2 hours Saturday morning. The exact times will be negotiated with the Board and Managing Agent.

Emergencies

- Respond to all emergencies at all times, and be on call 24 hours a day.
- Maintain a set of duplicate keys to all apartments, to be used in case of emergency or to be used by residents who have misplaced their keys. Keep keys locked in the superintendent's office.
- Be available by email and cellular phone to the tenant-owners, the Board, and the Managing Agent.

Services

- Accept delivery of mail and/or parcels for residents-owners, if requested, and either bring to unit doors or leave on table by mail cubbies.
- Assist tenants who are locked out of their units.
 - Put up lobby Christmas tree and menorah in early December and remove in early January.
 - Accompany and supervise outside contractors, such as the exterminator or plumber, performing work on behalf of the building in tenant apartments

Cleaning and Repairs

- Clean entrance doors, clean and wet mop lobby and area around the mailboxes daily; clean and wet mop other floors and stairwells as needed and at least 3 times a week, including basement hallways and rooms; dust window sills, blinds and radiator covers as needed; clean windows and light fixtures in common areas; sweep and hose courtyard as needed.
- Oversee the collection and temporary storage of trash and recyclables; place the accumulated trash and recyclables in suitable bags or other containers to be picked up

in accordance with Sanitation Department schedules and requirements. Clean trash room daily.

- Keep the sidewalks around the property clean and orderly on a daily basis. Sweep 18" into the gutter and pick up debris to avoid violations and tickets. Remove any snow, ice and leaves. Shovel snow, and sand/salt during icy conditions immediately.
- Assist with the gardens (in front of the building, on the 116th Street side, and the south rear courtyard) as requested, including watering, mowing, and hedge and ivy clipping.
- In accordance with the Managing Agent's direction, keep the house supplied with materials and tools for cleaning and maintaining the building. Seek approval for any expenditures as may be determined by the Board.
- Keep laundry room clean and dust free. Remove lint from dryers daily.
- Keep all drains in laundry room, courtyard, roof, and elsewhere in good working order.
- Keep common areas free of pests and rodents. Work with exterminating company to ensure same. Assist exterminator in gaining access to units where permission is granted and supervise during extermination of said units.
- Perform odd jobs of maintenance and repairs to structural and mechanical systems such as heating, plumbing, electrical, lighting, painting and plastering (including lobby, hallway, staircases, basement, and railing touch-up), and repairs in the common areas, and any other janitorial and/or maintenance work as directed by the Managing agent and Board. As needed, paint ironwork in front of and around the building, including fences, lamp-posts, and window bars.
- Make minor repairs to apartments of tenants, such as stuck windows and replacement of faucet washers, and sealing holes to prevent rodents from entering units. Jobs like this in apartments, which are The Co-op's responsibility, are part of the Superintendent's regular duties and are compensated for within the superintendent's salary. (The precise work that this entails is to be determined by the Board and Managing Agent.)
- Arrange and take down chairs for the shareholders' Annual meeting in the lobby, and occasional other meetings.
- On a quarterly basis, wet mop storage rooms and boiler rooms, clean fire escapes as needed.
- On a semi-annual basis (April & September, or as determined by the Managing Agent) strip and wax floors in lobby and halls, and scrape and paint iron works on exterior of building.
- On an annual basis, paint basement floor and basement walls as needed, trim ivy from around windows, and inspect apartment windows and report needed repairs to the Managing Agent.

Repairs and Projects in Individual Units

- Shareholders may ask the superintendent to do small projects in shareholders' apartments outside of his normal working hours. Shareholders should contact Buchbinder and Warren before beginning these projects, to ensure that building requirements with respect to renovations and qualified professionals are met. When shareholders employ the superintendent for work inside their apartments, they are (1) fully responsible for compensating him; (2) liable for any damages that he may cause

to the building or to another apartment; and (3) may be liable for any personal injury which he may sustain or cause to another person. **In such cases, the work and the Superintendent's compensation are to be agreed upon between the individual unit owner and the Superintendent, and must be done outside the regular schedule of the Superintendent's work in the building.** All building rules, including renovation agreements, must be complied with by the owner.

Inspection and Maintenance

- Check the boiler room every morning; maintain the boiler, burner and other heating equipment; insure that the furnace and boiler are properly serviced, clean burner nozzle and blow down the boiler as required; ensure that fuel is ordered in an appropriate manner, adjust the furnace in accordance with weather changes without more specific guidelines from the Managing Agent, though in consultation with her/him or a designated substitute.
- Routinely inspect the entire premises including the roof at least weekly, anticipate problems and needs, and attend to those which are the responsibility of the Co-op (if not certain, ask the Managing Agent), and which require immediate attention, such as broken locks or hinges in the house doors, elevator breakdown, laundry machine breakdown, light bulb replacement, ruptured water pipes, leaks, etc.
- Check roof and exterior periodically to ensure everything is watertight, and roof seams are properly secured.
- Periodically check smoke and gas (carbon monoxide) alarms in halls and apartments to make sure they are functioning properly and have fresh batteries.
- Inspect that lights are working and replace bulbs as needed, cleaning fixtures at the same time.
- Inspect radiator valves in all apartments at the beginning of the Fall to make sure they are functioning properly.

Supervision and Protection

- Supervise work undertaken on the premises by outside contractors or workers, and inform the Managing Agent of problems in progress. If there are multiple workers in the building, spot-check them throughout the day to make sure work is proceeding satisfactorily.
- Coordinate with Managing Agent so that any move-ins, move-outs, or furniture moves are scheduled appropriately to avoid conflicting needs for elevator. Drape elevator and protect floor with mat during such moves. Remove drapes and mat when done. Inspect to make sure there is no damage to elevator or building

Security

- Keep an eye out for security risks and breaches. Be responsible for security in the basement and throughout the building, its grounds, and roof. Ensure that all doors to non-public areas are locked, including the doors in the basement, the outside gate door, and the door to the rooftop. Ensure that any tenants, owners, or workers the Superintendent has allowed into locked areas have left the area in an appropriate condition and that the area is secure and locked afterward.
- Ensure that surveillance equipment is operating.

Communication and Record Keeping

- Be available by carrying a cellular phone at all times, and by posting a notice of whereabouts on the bulletin board during working hours.
- Return all emergency calls (and any calls involving plumbing problems) immediately.
- Return all non-emergency calls the same day they were made.
- Keep the Managing Agent informed of complaints received and potential problems and recommend specific action to solve problems.
- Keep the Board and Managing Agent informed of any changing conditions and promptly call attention to problems that require action. The superintendent will be in a position to observe and should speedily report problems and needs that might not otherwise come to the Managing Agent's attention.
- Post notices from Board or Managing Agent and generate and post notices advising of the failure of any building system (boiler, intercom, elevator, etc) and the anticipated time frame for the repair.
- Maintain a log of all purchases, repairs, and projects. This log will be available to the Board or Managing Agent if requested. Managing Agent will supply the log book.
- Advise the Managing Agent of all move-ins and move-outs not scheduled through Management.
- Keep the Board informed, through the Managing Agent, of any needs to improve working conditions or living arrangements.
- Advise the Managing Agent 90 days in advance of the expiration of any permits or certificates. Post all permits and certificates in the proper location as required.
- Attend all or part of monthly Board meetings as requested by the Board.

Contingency

- Make arrangements with the Managing Agent for coverage of responsibilities for periods of illness and vacation.

I have read the above and agree to fulfill these responsibilities and such other tasks as may be identified by the Board or Management.

Signed: _____
Superintendent Name (Print)

Superintendent Signature

Date: _____