

**RESOLUTION 2022-6**

**RESOLUTION APPROVING BUILDING SUPERINTENDANT  
JOB REQUIREMENTS AND RESPONSIBILITIES**

**WHEREAS**, the Belmar Housing Authority employees a full time Building Superintendent;

**AND WHEREAS**, the Executive Director and Board of Commissioners realize that the job requirements and responsibilities need to be amended occasionally.

**AND WHEREAS**, after reviewing the current job requirements and responsibilities it has been found that amendments need to be made;

**NOW THEREFORE BE IT RESOLVED**, that the Belmar Housing Authority Board of Commissioners hereny approve and adopt the amended job requirements and responsibilities of the Building Superintendent as attached.

	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Lynch				X
Commissioner Orchard	X			
Commissioner Sharrock	X			
Commissioner Ramey	X			
Commissioner Casserly	X			
Commissioner McCracken				X
Commissioner Messano	X			

Belmar Housing Authority  
Building Superintendent  
Job Requirement & Responsibilities

Building Superintendent Requirements:

1. High School Diploma
2. A Valid New Jersey Driver's License
3. Ability to read, write and speak the English language
4. A minimum of three years' experience in general maintenance with knowledge in plumbing, carpentry, electrical and painting.
5. Ability to maintain a calm, positive and professional manner in dealing with tenants, family members, visitors, vendors, and other staff at all times
6. Posses a high degree of interpersonal skills and the ability to endure a variety of individual personalities, along with possibly physical and mental limitations.
7. Must be able to work independently

Building Superintendent Schedule:

1. On call 24 hours per day, 7 days per week
2. Work week will not exceed 40 hours per week. If an emergency exists requiring working beyond 8 hours per day, compensatory time off will be given in lieu of overtime. The normal work week will be as follows:
  - a. Monday through Friday: 8am-4:30 pm with a half or lunch or equivalent scheduled as approved by Executive Director
3. Employee shall keep a daily timecard and submit to the Executive Director each week
4. Employee must maintain a written log of daily jobs and activities performed each day
5. Employees' vacation pay accrues at 1 day per month after 1 year of employment. Employee may only accumulate up to 2 years of accrued time.
6. Employees' will earn 1 sick day of leave with pay for each month of employment for the first calendar year. After the first calendar year employee will earn 1 ¼ days of sick leave with pay for every calendar year thereafter for a total of 15 days per year.
7. Upon retirement or resignation there shall be no payout of unused time

Building Superintendent Job Description:

1. Maintain lobby, office, community room, laundry room, public toilets and all floor corridors in a clean condition, free of litter, dusted and picked-up at all times
2. Empty trash daily, including hopsters and receptacles
3. Sweep and wet mop floors in laundry room and public toilet daily. Clean toilets and wash basins daily.
4. Sweep or dry mop all corridors, lobby, and trash closets daily
5. Wet mop all corridor floors including lobby once each week or more often if necessary for spills
6. Sweep down all exit stairways once each week. Wet mop as necessary
7. Clean elevator interiors as needed, sweep and wet mop floors, vacuum door opening runways as needed
8. Sweep exterior walkways, patios, and driveway area, as needed

9. Check boiler room equipment, boilers, and hot water system daily. Sweep and pick-up room when needed.
10. Attend to minor repairs to building and work orders for apartments submitted by tenants
11. Maintain an inventory of equipment and supplies and order as needed

Building Superintendent Acknowledgement:

I have read, reviewed, and understand the job description for the building superintendent as outlined. I also understand that my job may change on a temporary or regular basis according to the needs of the housing authority without it being specifically included in the job description. I further understand that my employment evaluations will be based on my ability to perform the duties and responsibilities as outlined in the job description.

---

Employee Signature

---

Date

**Resolution 2022-7**

Resolution Certifying the Annual Statement for the 2021 CFP Grant

WHEREAS, The Belmar Housing Authority is eligible to receive 2021 Capital Fund Program funding; and

WHEREAS, The Board of Commissioners certifies approval of the Annual Statement (HUD-50075.1) for the 2021 CFP grant; and further certifies that the work items included in that budget are from the most recent Five-Year Action Plan;

NOW THEREFORE, the Executive Director is hereby authorized and directed to submit this resolution as requested by HUD to complete the 2021 CFP grant process.

	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Lynch				X
Commissioner Orchard	X			
Commissioner Sharrock	X			
Commissioner Ramey	X			
Commissioner Casserly	X			
Commissioner McCracken				X
Commissioner Messano	X			

**Resolution 2022-8**

Resolution Certifying the Annual Statement for the 2021 CFP Grant

WHEREAS, The Belmar Housing Authority is eligible to receive 2021 Capital Fund Program funding; and

WHEREAS, The Board of Commissioners certifies approval of the Annual Statement (HUD-50075.1) for the 2021 CFP grant; and further certifies that the work items included in that budget are from the most recent Five-Year Action Plan;

NOW THEREFORE, the Executive Director is hereby authorized and directed to submit this resolution as requested by HUD to complete the 2021CFP grant process.

	AYES	NAYS	ABSTAIN	ABSENT
Commissioner Lynch				X
Commissioner Orchard	X			
Commissioner Sharrock	X			
Commissioner Ramey	X			
Commissioner Casserly	X			
Commissioner McCracken				X
Commissioner Messano	X			

Paul DeSantis, Executive Director