

Southridge Cooperative, Section 3, INC.

Superintendent Hiring Survey

Please return completed survey to the office by November 24

Who are we?

The questions in this section will be used to better understand the cooperative community the new Superintendent will serve.

How many people live in your household?

What are the ages of the people in your household?

(Write the number of people in each age group)

Under 18	18-24	25-44	45-64	65+

How many years have you lived in the Cooperative?

(Mark only one box with an 'X')

1-5 Years	6-10 Years	11-20 Years	21+ Years

What languages are spoken in your household?

(Mark each box that applies with an 'X')

- ☐ English
- ☐ Spanish
- ☐ Mandarin
- ☐ Cantonese
- ☐ Korean
- ☐ Bengali
- ☐ Hindi
- ☐ Tibetan
- ☐ Nepali
- ☐ Other (explain below):

A fillable PDF of this survey is available in English and Spanish.

Email PDFs to office@southridgesection3.nyc

sr3.nyc/survey



What are three words that describe the cooperative community?

1. _____
2. _____
3. _____

What do you especially appreciate about this community? List three things.

1. _____
2. _____
3. _____

What individual and/or community needs aren't being fully met that our Cooperative could help address?

Dreaming big, what would you like to see happen at the Cooperative in the next one to five years?

Who is our Ideal Superintendent?

The questions in this section will be used to better understand the most important skills a new Superintendent needs from the start, knowing that future training, and skills building will be encouraged.

Rank up to five (5) of the following Superintendent tasks from 1 (most essential) to 5 (less essential); leave the rest blank:

	Boiler operation & maintenance daily checks, cleaning, and seasonal preparation		Plastering, painting, & finishing touch-ups, repaints, protective coatings, tiles, wood, linoleum, and minor concrete fixes		Fire safety Maintenance alarms, extinguishers, sprinklers, exits, and compliance with FDNY
	Electrical systems fuses, outlets, lighting, and minor wiring repairs		Snow & ice removal shoveling, salting, and maintaining safe walkways and entrances		Keeping up to date on Building codes understanding DOB, HPD, and housing maintenance code requirements
	Plumbing unclogging drains, repairing leaks, maintaining pumps and water heaters		Sidewalk & exterior cleaning sweeping, power washing, and graffiti removal		Lock & security system repair door closers, intercoms, cameras, and fobs
	Basic carpentry repairing doors and fixtures		Playground and courtyard care inspecting and repairing benches, fences, and outdoor fixtures		Waste management compliance with NYC sanitation laws
	Groundskeeping mowing lawns, trimming bushes, and seasonal planting		Janitorial work proper cleaning of lobbies, hallways, stairwells, and shared facilities		Pest control recognizing infestations and applying safe treatments or coordinating exterminators

Generally, do you prefer a younger candidate who will grow with the Cooperative, or a more experienced candidate?

(Mark only one box with an 'X')

Candidate who will grow	More experienced candidate

What is the minimum years of experience you want the new candidate to have as a Superintendent or Handyman?

_____ Years

What do you think is a fair annual salary for the Superintendent?

_____ Dollars

Rank up to five (5) of the following Superintendent skills from 1 (most essential) to 5 (less essential); leave the rest blank:

	Listening fully understanding residents' concerns before responding		Follow-through ensuring promises made to residents or management are completed		Integrity handling keys, access, and sensitive resident information responsibly
	Clear communication explaining building policies, repairs, or timelines in simple, respectful language		Supervision guiding porters, handymen, or contractors effectively		Discretion respecting residents' privacy and confidentiality.
	Diplomacy maintaining neutrality and professionalism, even in heated situations		Delegation knowing when to assign tasks instead of trying to do everything alone		Patience handling repeated complaints or difficult personalities calmly
	Empathy showing understanding of residents' frustrations (e.g., noise, leaks, delays)		Resourcefulness finding creative, cost-effective ways to handle needs		Work ethic maintaining pride in the cleanliness and safety of the building
	Multilingual ability bridging language gaps		Collaboration working with the board, management, and vendors cooperatively		Accountability owning mistakes and correcting them quickly.
	Dependability being reliable and consistently available		Fairness treating all residents and staff equally, without favoritism.		Record-keeping tracking maintenance logs, resident requests, and staff schedules accurately
	Attention to detail noticing small issues before they become large problems.		Judgment knowing when an issue requires escalation to contractors, management, or emergency services		Community-Oriented fostering a sense of trust and neighborliness in the building

Additional Comments: