

Job Description
Childersburg/Vincent Housing Authority
Maintenance Supervisor

Division: Maintenance

Reports To: Executive Director

FLSA: NE

Summary

Responsible for overseeing and coordinating the activities of maintenance staff and contractors engaged in building, grounds, and equipment maintenance and repair work. Technical knowledge and judgment are required in formulating, and interpreting plans, purchasing supplies and equipment, as well as, property inspections, and evaluations of work performed. Assigns work in accordance with established procedures and trains or oversees training of new employees. Coordinates work with the Property Manager and assists in planning projects and setting priorities. Periodically serve as a worker on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

Essential Job Functions

- A. Supervise a group of maintenance employees engaged in building and equipment maintenance and repair*
1. Assign work orders according to established procedures
 2. Train or oversee training of new employees, and monitor progress
 3. Review and approve completed work order forms
 4. Inspect work in progress and upon completion to assure that it complies with established standards
 5. Requisition maintenance and cleaning supplies, and special materials as needed
 6. Prepare performance appraisals & Counsel employees regarding job performance and document in accordance with established procedures
 7. Prepare monthly work order report, and vacancy time report, and monitor outstanding work orders
- B. Monitor projects and oversee work performed by outside contractors*
1. Coordinate and monitor work performed by outside contractors, such as lawn, pest control, and special projects
 2. Monitor contracted and construction progress to assure that work is proceeding according to contract and/or schedule
 3. Conduct routine job site interview to assure compliance with DOL standards
 4. Prepare and monitor requisitions for materials and services in order to maintain cost controls
 5. Monitor materials at job site and/or utilized by contractors to assure that they are in accordance with specifications and in appropriate quantities
 6. Review invoices to verify that work has been completed prior to payment

C. *Perform maintenance tasks in apartments, at Authority owned buildings, and perform inspections*

1. Oversee the laying and repair of water and sewer lines
2. Make skilled repairs on HVAC, gas lines and oversee general repairs
3. Troubleshoot and repair or direct repair of refrigerators, stoves, water heaters, and heating and air conditioning equipment
4. Troubleshoot and repair or direct repair of vehicles, motorized tools, and equipment
5. Respond to emergency calls while off-duty and on call or when called by the person on call in need of assistance
6. Inspect property to locate problems with roofs, windows, screens, parking areas, sidewalks, etc. & prioritize work
7. Perform HQS inspections and move-in/move-out inspections

Knowledge, Skills, and Abilities

1. Knowledge of the basic principles of management and supervision
2. Knowledge of HUD regulations regarding housing quality standards and other maintenance standards
3. Knowledge of the REAC and UPCS standards
4. Knowledge of building maintenance, including standard practices and methods of electricity, plumbing, & HVAC
5. Knowledge of safety rules, including accident causation and prevention
6. Knowledge of basic mathematics in order to calculate required materials and estimate cost of projects
7. Knowledge of tools and equipment used in building maintenance
8. Knowledge of basic automotive, small engine operation, repair, and maintenance
9. Ability to review and complete work order forms in accordance with established procedures
10. Ability to instruct employees and helpers in the methods of maintenance and repair
12. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner
13. Ability to understand and carry out oral and written instructions
14. Ability to estimate building and repair costs
15. Ability to prepare specifications for equipment and supplies
16. Ability to establish schedules and determine whether contractors are on schedule
17. Ability to operate and drive vehicles and equipment, such as truck, sewer machine, tractor, backhoe, etc.
18. Ability to establish and maintain effective working relationships with subordinates, co-workers, residents, contractors, HUD Officials, the general public, and other local state and federal officials
19. Ability to communicate, orally and in writing, with subordinates and supervisors regarding a variety of matters including work performance, recommendations, status reports, etc.

Minimum Qualifications

Journeyman or master certification in trades and/or technical level courses in carpentry, mechanical, electrical, or HVAC trades preferred, plus five years of building or apartment maintenance work that included two years of supervisory experience, or an equivalent combination of education and experience. NOTE: This job requires the incumbent to be periodically on call, 24 hours per day, for a seven-day period.

Other: Valid Driving License

Ability to be insured under the Housing Authority's automobile insurance

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This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

To apply for this position, please submit a current cover letter and resume by mail to the Childersburg Housing Authority, Attn: Human Resources, P.O. Box 396, Childersburg, AL 35044 or email your resume to hr@childersburgha.org

Position is Open Until Filled

No Phone Calls Please

Announced: August 22, 2018

EOE

Drug free workplace