

Troy Housing Authority

Maintenance Supervisor Position

Summary

Oversee maintenance employees, engaged in building, grounds, and equipment maintenance and repair work. Assign work orders in accordance with established procedures and train or oversees training of new employees. Coordinate work with the Property Manager and assist in planning operations and setting priorities. Assist in monitoring capital funds projects and managing projects, as assigned. Conduct monthly safety meetings and prepare associated records. Perform a wide variety of journeyman level plumbing, electrical, and carpentry building and equipment maintenance and repair work. Prepare records of work performed and supplies used. Periodically serve on call for emergency calls during periods in which no one is scheduled to work, such as nights, weekends, and holidays.

Submit resume to arnoldl@troycable.net