



# Cullman Housing Authority

## Position Description Cullman Housing Authority (CHA)

<b>Position Title:</b>	Maintenance Supervisor	<b>Department:</b>	Maintenance
<b>Reports to:</b>	Executive Director	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Salary:</b>	\$65,415

### About Cullman Housing Authority

The Cullman Housing Authority is a public housing authority chartered under the laws of the State of Alabama in 1949. The Authority is governmental in nature, but is not a part of the general city, county, or state government. Historically, the Authority is best known for administration of traditional housing programs including the Public Housing and Housing Choice Voucher (Section 8) programs. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve.

### Position Summary

Responsible for supervising and coordinating maintenance operations to provide timely and cost-effective maintenance services for the Agency, ensuring work is performed in accordance with HUD standards and general policies and objectives outlined by the Executive Director. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below illustrate the various types of work that may be performed. CHA currently provides maintenance services to 326 Low Rent Public Housing units. CHA also administers 187 Vouchers under the Section 8 Housing Choice Voucher Program.

### Essential Duties and Responsibilities

*This job description should not be interpreted as all-inclusive. The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Plans, directs, and supervises daily activities of maintenance and establishes objectives and priorities for the department. Plans, schedules and reviews daily maintenance work orders and assignments with maintenance personnel, provides guidance and assistance to employees as needed to perform assigned work.
- Oversees all phases of housing maintenance risk controls. Develops work safety programs and monitors maintenance employees' work to ensure that safety rules are followed.
- Assists the Executive Director in the decision process of future maintenance priorities and the coordination between private contractors and maintenance crew. Develops, schedules, and manages a preventive maintenance program designed to retain Agency properties in safe operating condition.

- Assists Executive Director with compliance of PHAS subcomponent known as Physical Assessment System Sub-model (PASS).
- Monitors all departmental expenditures to ensure operations remain within approved budget.
- Assist the Executive Director in the decision on whether to repair or replace damaged property.
- Makes estimates for time and materials needed for a variety of maintenance tasks such as electrical, and gas, water, and sewer lines and the upkeep of community grounds. Ensures procurement protocol is followed and, within established parameters, submits and/or authorizes acquisition of proper equipment, materials, appliances, supplies, and services to meet project and Agency needs in a timely manner.
- May recommend major purchases of materials based on anticipated changes in prices or on unusual availability situations. Balances cash flow considerations against possible price savings.
- Develops specifications and standardizations for inventory of necessary equipment, maintenance, and repair needs and monitors usage quantities and frequency through review of inventory reports to track utilization of resources. Calculates and analyzes trends and projections to establish minimum and maximum inventory levels and reorder quantities.
- Acts as liaison and advocate for the Agency regarding damage claims, personal property loss claims, or general liability suits against the Agency. Coordinates activities with the insurance provider.
- Establishes training program for maintenance personnel and oversees on-the-job training of employees, develops effective plans and procedures to improve maintenance operations, and ensures departmental performance is compliance with federal assessment programs.
- Performs regular walk-by inspections of Agency properties to identify and resolve unsafe or unsatisfactory conditions requiring maintenance. Addresses any safety issues or hazardous conditions immediately.
- Solicits competitive quotes from vendors for small purchases.
- Coordinates inspection of damage to Agency-owned properties with maintenance personnel and makes determinations regarding any resident responsibility for repair. Coordinates assessing resident charges with appropriate Agency personnel, in accordance with Agency protocol.
- Reviews and approves department staff timesheets to address discrepancies and/or verify accuracy of time spent relative to assignments.
- Attends meetings as needed to discuss matters concerning overall maintenance operations, ongoing projects, and performance of maintenance personnel. Serves as policy and program advisor to the Executive Director regarding Agency effectiveness in implementation of its maintenance program and HUD standards, and other department wide standards.
- Prepares reports, statistical data, and records of maintenance information in an accurate and timely manner as needed.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
- Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

## **Job Competencies**

- Work requires supervising and monitoring performance for a regular group of employees including input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed.
- Must have a working knowledge of all aspects of HVAC, electrical, carpentry, plumbing, landscape, roofing, and pest control.
- Thorough knowledge of the trade skills, methods, materials, tools, and equipment used in maintaining dwelling and non-dwelling facilities.
- Thorough knowledge of federal, state, and local laws, regulations, regulations pertaining to public housing authorities as they relate to maintenance of Agency properties.
- Working knowledge of mathematical calculations and the principles, practices, and techniques of cost estimating and budgeting.
- Advanced ability to read and understand advanced literature, books reviews, technical journals, financial reports, and legal documents.
- Must be skillful in prioritizing, problem solving, formulation, reasoning, analyzing, and proofreading.
- High level of communications skills.
- Computer literacy in Microsoft applications (Excel, Word, Outlook etc.) and Housing Software.
- Ensures maintenance personnel follow OSHA and State rules and regulations in regard to safety and hold proper licenses, if necessary and have knowledge of ADA requirements.
- Ability to interpret complex laws, codes, and regulations.
- Ability to read and interpret blueprints/shop drawings, plans, and specifications.
- Ability to conduct safety and property inspections.
- Must be able to establish and maintain effective working relationships with other Agency employees, subordinates, residents, contractors, vendors, and other persons outside the Agency.

## **Qualifications**

High school diploma or GED with an Associate degree in Construction Management, Project Management, Public Administration, or related program preferred. Five (5) years of progressively responsible experience in construction, contracting or maintenance. Two (2) years or more of managerial or supervisory experience in maintenance construction or contracting or an equivalent combination of education and experience; strong leadership skills are required.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Fair Housing
- Uniform Physical Condition Standards (UPCS)

## **Physical Requirements Working Conditions**

Employee may work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes/odors. Requires ability to work safely in all weather conditions, lift and carry equipment and bulky items frequently weighing up to 50 lbs. alone, up to 75 lbs. with assistance; grasp/hold objects and tools with broad range of wrist/arm motion including working with arms overhead, climb with load, work on slippery and uneven surfaces. Ordinary hazards common to construction sites.

Employee may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. Hours and days vary, depending on business needs. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

**Other Requirements**

- Valid Driver’s License in good standing and the ability to be insurable under the CHA’s automobile insurance plan at the standard rate.
- Must be available for occasional overnight travel for training.
- Employment is contingent upon a satisfactory review of an applicant's criminal background check.

Affirmative Action/Equal Opportunity employer.

**HOW TO APPLY:**

To be considered for this exceptional career opportunity, please submit your cover letter, and a detailed resume to:

Email: [careers@cullmanha.com](mailto:careers@cullmanha.com)