

WOODFORD COUNTY HOUSING AUTHORITY

Job Description

Job Title: Working Maintenance Supervisor

Department: Maintenance

Status: Full Time – Hourly Position, on-call 7 days per week

POSITION SUMMARY:

This position is responsible for the overall management of the maintenance operation of all Authority housing developments, and the supervision of maintenance staff of each development. This working supervisor operates under the direction of the Executive Director and/or Property Manager to contribute to the goals and objectives of the department.

JOB DUTIES:

1. Plans, coordinates, and directs the day-to-day maintenance operation of the housing authority.
2. Supervises, assists, and inspects the work of maintenance personnel.
3. Responsible for the repairs of the occupied and vacant units, equipment and grounds.
4. Participates in daily work assignments of the department.
5. Reports any hazardous conditions observed on any Authority property.
6. Conducts safety meetings.
7. Assists Property Manager with property related tasks, (i.e. showing units, reports, and budgets).
8. Maintains accurate inventory control and orders all supplies and materials.
9. Serve as advisor to the Executive Director and Property Manager regarding operational issues and other development matters.
10. Acts as an agent for the Executive Director and Property Manager in executing the Authority's Procurement policy.
11. Recognize and act on conditions within the development that require immediate attention, maintenance, or repair.
12. Analyze, interpret data, and prepares accurate reports.
13. Operates independently to preserve and promote the Authority's assets.
14. Handles all Authority business in a confidential manner.
15. Attends educational offerings to expand upon knowledge/skills.
16. Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Basic knowledge of and the ability to operate all of the Authority's maintenance equipment.
2. General knowledge of accepted methods and procedures used in general maintenance, repair, and renovation of public, private, and commercial housing.

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3. Knowledge of basic building design, job layout techniques, preparing and reading plans and blueprints.
4. Knowledge of public housing regulations.
5. Knowledge of Federal, State, and local building codes and practices.
6. Ability to use and make minor repairs on most heavy and light maintenance power equipment.
7. Ability to stretch, bend, climb stairs and ladders, and work in confined spaces.
8. Ability to lift 50 pounds.
9. Ability to work in a variety of indoor and outdoor conditions.
10. Proficient in Microsoft Office programs.
11. Able to relate well with tenants, management, staff, and public.
12. Excellent written and verbal communication skills.

MINIMUM QUALIFICATIONS:

1. Five year's increasingly responsible maintenance experience which includes responsibility for a full range of maintenance, renovation, and repair activities. Experience in either public or private sectors in a housing-related environment is desirable.
2. Two years of supervisory experience.
3. Possess journey-level skills in one or more trades.
4. Valid driver's license and eligible for coverage under the Authority's insurance.

Employee Signature

Date Reviewed

Revised 8/28/08