

**NOTICE
OF
POSITION AVAILABLE**

Position: MAINTENANCE MANAGER

Rate of pay: \$36,000 More or Less, DOQ

Open: WEDNESDAY, JUNE 29, 2016

Closed: MONDAY, Beginning of Business July 11, 2016

See attached Position Description for job summary, qualifications, and requirements.

This is a full-time, permanent position.

How to apply:

This is not a new position. Employees of JMHA interested in this position should express their interest in writing to the Executive Director by close of business on the close date.

Individuals not currently employed by JMHA should contact Carolyn Swearengen at Extension 18 for an application.

JEFFERSON METROPOLITAN HOUSING AUTHORITY

POSITION DESCRIPTION

Position Title: Maintenance Manager

Reports To: Director of Housing Programs **Dept./Div.** Maintenance Dept.
Supervises: Maintenance Staff **Status:** salary, exempt from overtime
Pay: \$36,000 more or less, DOQ

JOB SUMMARY:

Under the direction of the Director of Housing Programs, as delegated by the Executive Director, the Maintenance Manager supervises routine maintenance operations, including, but not limited to: work orders, vacant unit preparation, general cleaning and painting, routine repairs to building structures and systems, cleaning and maintenance of outside areas, including snow removal, and use and maintenance of vehicles, tools, and other equipment utilized in the Maintenance Department.

The Maintenance Manager assigns maintenance work and ensures timely completion of assignments. Communicates with Property Managers to coordinate preparation of vacant units for leasing and resolve maintenance-related tenant problems.

The Maintenance Manager does not perform hands-on maintenance work, but may demonstrate and instruct maintenance employees in correctly performing a task, in compliance with the Collective Bargaining Agreement.

This is a full-time position, 40 hours per week, scheduled between 8:00 a.m. and 4:30 p.m., Monday through Friday. The Maintenance Manager should be available at other times to respond to emergency situations that may occur. Emergency response responsibilities may be shared with other supervisory personnel, with the approval of the Executive Director.

QUALIFICATIONS / EXPERIENCE

Two years college with three years relevant experience, or a technical school certificate in a related field with three years relevant experience; five years as a maintenance supervisor in a similar operation; or an equivalent combination of education and technical and management experience sufficient to perform the duties of the position in a competent and proficient manner.

Must have a valid Ohio driver's license with a clean driving record. Will be subject to a criminal background check. Must be able to travel to attend training seminars as needed.

KNOWLEDGE, SKILLS, ABILITIES:

1. Ability to learn rules, regulations, policies, and procedures related to the Agency, and to work according to those guidelines.
2. Knowledge of organizational structure, management, and operations.
3. Competency in business English, business math, writing business letters and reports.
4. Ability to communicate effectively and to work with other JMHA staff and external agencies and entities, using letters, telephone, e-mail, and personal contact.
5. Working knowledge of Microsoft Windows and Microsoft Office, including word processing, spreadsheets, internet, and e-mail.
6. General knowledge of construction and maintenance practices, carpentry, electrical, plumbing, masonry, and painting.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Regularly survey vacant units and develop scope of work to prepare units for leasing.
2. Assign maintenance staff to vacant unit preparation and develop a completion schedule with target dates.
3. Monitor daily progress of vacant unit preparation.
4. Review tenant-generated work orders to prioritize and assign to staff for completion. May develop a procedure to delegate this function to the Work Order Coordinator, with the approval of the Executive Director.
5. Regularly monitors completion of work orders. Performs random quality assurance checks of completed work orders.
6. Develop a schedule of routine cleaning and maintenance for sites and common areas.
7. Maintains a schedule and tracking system of all maintenance man-hours for each maintenance employee, including task assigned and locations, projecting at least one two-week pay period ahead.
8. Survey all sites and buildings periodically for needed maintenance.
9. Prepare properties for annual HUD Real Estate Assessment Center (REAC) inspections.

10. Engage contractors when needed to perform non-routine work, according to the provisions of the Procurement Policy.
11. Initiate and monitor purchase of needed supplies and equipment.
12. Maintain vehicle maintenance schedules for all JMHA vehicles.
13. Maintain inventory of tools and equipment.
14. Utilize progressive discipline under the Collective Bargaining Agreement, when necessary, to maintain satisfactory performance and productivity.

EQUIPMENT OPERATED:

Computer terminal, calculator, copy machine, fax machine, standard office equipment. Must be able to drive a car and a pick-up truck. Must be able to operate equipment and tools used in residential maintenance operations.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Must be able to work in dirty, dusty conditions as may be encountered during renovation and construction; must be able to climb ladders and stairs to assess and inspect work; access roof areas; traverse distance on the ground to view and inspect project areas; tolerate odors and materials used in cleaning, renovation, and construction. Must be able to work safely around electricity, natural gas, water and sewage systems, and various HVAC systems.

ACKNOWLEDGEMENT:

I have received and have read the above job description.

Employee's Signature and Date