

## **Maintenance Manager**

### **Job Description**

This is a highly responsible supervisory and administrative position. The Maintenance Manager (MM) oversees the maintenance department and reports directly to the Executive Director. The Maintenance Manager will aid in the preparation of an annual budget for the maintenance department, including all staff costs, equipment costs and contract service costs. The position functions as the procurement manager for all NHA Maintenance service contracts. The Maintenance Manager will prepare all service contract specifications. The Maintenance Manager is responsible for the design and periodic revision of preventive maintenance programs as well as the review of the staff implementation. The Maintenance Manager is responsible for monitoring the annual unit inspection program. The Maintenance Manager will also monitor all service systems and building and grounds inspections to see that they are performed on schedule. The Maintenance Manager, including interviewing and recommending new hires to the Executive Director, carries out all maintenance personnel supervisory activities. The position is responsible for monitoring the work force for compliance with NHA work rules and regulations.

This is a highly responsible technical management position which is responsible for developing and coordinating the Authority's maintenance work order system, the PHA Network program. The Maintenance Manager must provide up to date information and advice on every aspect of the Authority's building plant and equipment, as well as know the requirements of the state and federal modernization programs. This is a Full-Time position, 37.5 hours weekly at a salary of \$75,000/year.

### **Responsibilities**

1. Supervise all maintenance staff, enforce compliance with Authority policies and procedures.
2. Prepared annual budget for department and monitors expenditures for department.
3. Perform independent walk-through inspections of developments to evaluate services system and building and ground conditions.
4. Research preventive maintenance techniques: and design and implement preventive maintenance programs.

5. Prepare all specifications for the letting of Maintenance service contracts.
6. Prepares internal and external reports on maintenance programs for top management and governmental agencies, monthly, quarterly, and as needed.
7. Review all maintenance staff personnel attendance records and implement corrective measures where warranted. Perform maintenance staff personnel evaluations.
8. Conduct staff meetings with maintenance staff.
9. Prepare reports on the maintenance department's operations for the Executive Director.
10. Coordinates Pest Control Management.
11. Obtains quotes, records documentation of information, orders supplies, and monitors/ follows up on delivery of items.
12. Performs other related duties as required.

### **Skills**

Excellent administrative, organization, and management skills. Knowledge of building maintenance practices including sub-systems. Skills in organizing and presenting data and information clearly and concisely. Ability to perform research into technical areas of building maintenance and improvement. Ability to develop technically complex materials, such as narrative information for submittal to governmental agencies. Ability to prepare and use statistical data, and to interpret data for others. Ability to read and interpret technical documents such as blueprints and specs. Ability to work well with residents and colleagues.

Excellent organizational, communication, and interpersonal skills are necessary. Familiarity with Housing Authority procurement software is necessary. Working clerical skills pertaining to filing, record keeping of vendor files. Skill in communicating orally and in writing to others. Proficient computer skills are a must.

### **Minimum Qualifications**

A minimum of four years related experience including supervisory. A college degree in engineering, construction management, business or related subject is preferred. Experience in a public housing or subsidized housing environment is desire