

# AUBURN HOUSING AUTHORITY

## Position Vacancy Announcement and Position Description

<b>Position Title:</b>	Regional Maintenance Manager	<b>Department:</b>	Multi-Family Housing
<b>Reports to:</b>	Multi-Family Housing Director	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Salary and Grade (Compease 2021)</b>	\$51,967 - \$77,950
<b>Date Posted</b>	January 7, 2021	<b>Date Closed</b>	Open Until Filled

### Summary

The primary purpose of this position is to oversee the daily operations of the Maintenance Division for the Auburn Housing Authority (AHA) and its managed agencies. The position supervises, directs and coordinates a staff of maintenance workers engaged in the maintenance of buildings, preventive maintenance, and grounds. The incumbent must closely monitor and check work in progress and finished work, and review associated documents. The incumbent must have knowledge and oversight of scheduling crews and requisition materials, tools, and equipment. The position ensures units are “turned” timely and ensures all work orders, system checks, and preventative maintenance items are completed in a timely manner.

All activities must support the AHA and its managed agencies’ missions, strategic goals, and objectives.

### Essential Duties and Responsibilities

*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.*

### Maintenance Management

1. Manages the work of maintenance staff, lawn crew, and temporary employees, including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, assisting in selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
2. Plans, organizes, and directs maintenance work for the AHA and its managed agencies. Ensures maintenance work is compliant with Uniform Physical Condition Standards (UPCS) and Housing Quality Standards (HQS) inspection requirements.
3. Develops and delivers training programs for maintenance employees; maintains existing training programs.
4. Manages departmental operations, including receiving and creating work orders, prioritizing work, and assigning work to subordinate mechanics and other personnel. Requisitions special materials as necessary.
5. Establishes realistic goals and timetables for various programs, projects, and areas of responsibility; monitors goal attainment; and identifies and resolves problems.
6. Maintains records and files and completes and processes paperwork; prepares required documentation; estimates costs using work orders, check-off sheets, report requisitions, catalogues, and other reports; follows departmental and HUD guidelines in order to document maintenance work.
7. Answers questions and assists maintenance crews when technical problems arise; inspects finished work; maintains records as required, including completed work orders and job logs.

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8. Monitors and enforces all safety regulations within the maintenance environment. Ensures personnel are kept fully informed of all applicable safety procedures, operating procedures, and HUD, OSHA, HQS, UPCS, and other relevant policies and regulations.
9. Plans and schedules daily work assignments for renovations of occupied and vacant units; oversees the operation of the stockroom that supplies materials to AHA and managed agencies developments.
10. Monitors all projects to ensure compliance with established laws, codes, ordinances, regulations, policies, and procedures.
11. Monitors and reviews daily work assignments of employees and contractors. Reviews completed projects and contractor work for accuracy, completeness, and compliance with established contracts, standards, and specifications.
12. Ensures that vacant units are turned and made ready within the timeframe established by the AHA and reports this information to necessary personnel.
13. Conducts inspections of occupied and vacated housing units to identify needs as required, usually as a result of a tenant request or work order.
14. Prepares a variety of narrative and statistical records, reports, and files related to projects, contractors, plans, and special activities.
15. Coordinates maintenance activities and evaluates progress related to the Capital Fund Program (CFP) schedule at RHA and the RAD 20-Year PCA schedule at AHA and LHA, according to available budget.
16. Ensures that all AHA and managed agencies' grounds and facilities are properly maintained.
17. Takes initiative to improve Maintenance operations and develop programs and procedures resulting in cost savings for AHA and its managed agencies.
18. Performs other duties as assigned.

### Procurement

1. Assists in developing solicitations, proposal documents and specifications, and scopes of work for bid proposals. Ensures materials are consistent with the Authority's policies and compliant with federal, state, and local procurement regulations and guidelines.
2. Makes recommendations for outsourced AHA services and follows procurement policy to obtain quotes for services.
3. Monitors contractor progress and performance to ensure goods and services conform to the contract requirements.
4. Authorizes payments consistent with the contract terms. Exercises liquidated damages as appropriate based on contractor performance.
5. Ensures compliance with Authority procurement policies and procedures are followed; recommends revisions and/or new policies as appropriate.
6. Assists the Purchasing and Inventory Clerk in monitoring the ordering and usage of maintenance materials, supplies, and equipment.
7. Conducts procurement process for services and materials related to the CFP and PCA schedule; documents process as required.

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8. Performs other duties as assigned.

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

*Leadership:* Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

### **Job Competencies**

1. Knowledge of the general operations and procedures of maintenance operations; the practices and procedures employed in AHA maintenance operations and administration; and current trends and developments in the field of construction, maintenance operations, and administration.
2. Knowledge of the objectives, programs, budgetary needs, and organizational structure of the AHA.
3. Demonstrated knowledge of the proper use of maintenance tools, including the proper operation of heavy equipment.
4. Demonstrated knowledge of HQS and UPCS inspection requirements.
5. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the AHA, HUD, OSHA, the Davis-Bacon Act, and other local, state, and federal Wage and Hour Laws.

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6. Ability to orient other employees and to explain organizational policies, rules, regulations, and procedures.
7. Ability to assist in the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and to guide and assign personnel.
8. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
9. Ability to prepare and read blueprints, design sketches and drawings.
10. Ability to inspect building maintenance and construction work for adherence to plans, specifications, and work orders.
11. Ability to estimate building and repair cost and to prepare specifications for new purchases for equipment and supplies.
12. Ability to work outside for long periods of time in all kinds of weather.

### Education and/or Experience

High School Diploma or vocational/technical training equivalent in building construction or related field and a minimum of ten (10) years of experience in building and grounds maintenance, including a minimum of five (5) years at a supervisory or management level. General Contractor License and construction project management preferred and/or certification in electrical, plumbing, or HVAC. Experience with HUD's Capital Fund Program preferred. An equivalent combination of education and experience may be considered. Must possess a valid driver's license and be insurable under the AHA's plan.

### Technical Skills

To perform this job successfully, the incumbent should have demonstrated knowledge of HQS and UPCS inspection requirements and a strong background in construction and maintenance management. The incumbent should also have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook) and have the ability to learn other computer software programs as required by assigned tasks.

### Other Requirements

1. Must maintain a good driving record.
2. Must work with the highest degree of confidentiality and integrity.
3. Must be available for occasional overnight travel for training and professional development.
4. May be required to work an unusual work schedule.
5. Staff supervision.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to and throughout various AHA properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 pounds.

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### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on AHA properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as AHA residents.

### Employee Benefits

- Group Medical Benefits
- Group Dental Benefits
- Group Life Insurance
- State Retirement
- Supplemental Insurance
- Annual Leave
- Sick Leave
- Holidays
- Four-Day Work Week (Monday - Thursday)

### Disclaimer

The AHA is an equal opportunity employer with a drug free work place. We offer a competitive compensation package and the opportunity to become an integral part of the continued growth of our organization. AHA gives preference in employment to Section 3 - eligible individuals.

### Application Process

To apply, please send a resume and cover letter to [csmith@auburnhousingauth.org](mailto:csmith@auburnhousingauth.org); the cover letter must include your salary requirements. Include the job title “Regional Maintenance Manager” in the subject line of your email. If you have questions about the position, please contact the following:

Carrie Smith, Multi-Family Housing Director  
[csmith@auburnhousingauth.org](mailto:csmith@auburnhousingauth.org)  
(334) 821-2262, ext. 243 or (334) 740-2026

### Read and Acknowledged

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Employee (Print)	Signature	Date
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