



BUTLER METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Maintenance Supervisor	Dept./Division: Maintenance
Reports To: Executive Director	Employment Status: Full-time
Pay: \$50,000 - \$65,000 annually	FLSA Status: Exempt
Probationary Period: See Personnel Policy	Normal Hours: 8 hours

JOB SUMMARY:

Responsible for the supervision of maintenance staff assigned to a specific city, Hamilton or Middletown. Responsible for the timely and effective performance of work assigned.

QUALIFICATIONS:

High school diploma or equivalent with three (3) to five (5) years of maintenance experience and two (2) to three (3) years supervisory experience. Specialized training and experience in HVAC, Plumbing, Electrical, Carpentry and Building Maintenance highly recommended.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection. Must possess or obtain within one (1) year and maintain a Certified Manager of Maintenance Certificate and UPCS Training.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Directs, supervises, trains staff and ensures compliance in the administration of HUD Regulations and Authority policy.
2. Prepares purchase requisitions; and ensures purchase orders are approved prior to any purchase.
3. Performs quality control inspections for completed work orders; reviews completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards and specifications aimed at minimizing errors and improving customer service.
4. Coordinates the work of the maintenance staff in the completion of work orders, grounds maintenance, and minor repairs to minimize the number of days offline, track unit vacancies at the beginning of each month and report such to Property Manager. Monitors and approves all work hours/overtime; collects and approves timecards.
5. Ensures resolution of escalated maintenance issues.
6. Obtains the necessary materials as needed for day-to-day operations and manages the inventory control system for maintenance and janitorial supplies.
7. Assist HUD/REAC Inspector on annual required inspections.

8. Work with architects and outside contractor on all capital fund projects initiated by the Housing Authority assuring compliance with all labor laws and conformance to contract specifications and time schedules.
9. Ensure proper planning of maintenance staff to perform emergency on-call duties and be available 24/7 for emergency call outs.
10. Communicates with Property Manager and Executive Director regarding BMHA Annual Plan, 5 Year Plan, and other required reports.
12. Executes maintenance reports, including preventative maintenance and all other maintenance indicators for PHAS.
13. Monitors scattered sites for debris and inoperative, unlicensed vehicles.
14. Monitors OSHA compliance; and reviews OSHA and other safety concerns/issues.
15. Works with Property Manager to resolve any tenant complaints regarding maintenance assigned in AMP area.
18. Coordinates and improves work performance by contractors and subcontractors (i.e. non-modernization fund related). Reports contract performance and purchase order deviations to the Development Director.
19. Coordinates with the Property Manager and Accounting Manager to develop and monitor AMP budgets.
20. Assist with court evictions as needed by the Property Manager.
21. Oversee the disposition of obsolete/surplus property in conjunction with the Accounting Department
22. Maintains Petty Cash funds.
23. Oversees the keys and cores of the Authority.

BEHAVIORAL COMPETENCIES

1. Leadership - qualities include optimism, self-motivation, compassion, organizational skills, and trustworthiness. Clear vision of project goals and know how to delegate effectively. Ability to prioritize tasks manage timelines and match employee skills to the appropriate project tasks.
2. Good Interpersonal Skills – ability to deal with grace under pressure, remaining clam during unanticipated problems. Maintain good relationships with colleagues, vendors, subordinates, directors, and customers at all costs. Be an active listener.
3. Time Management – ability to know how much time to spend on each task and how to prioritize projects and duties in order to make deadlines.
4. Know How to Groom Individuals - identify the strengths of your subordinates and develop staff efficiently When you identify budding leaders on your team, reward them with promotional opportunities when they become available.

5. Problem Solving Skills – strong analytical and critical thinking skills and the ability to assess situations properly, make good judgment calls and act quickly.

6. Flexibility – the ability to adapt to change.

7. Team Work – balance team and individual responsibilities. Address issues in a timely manner. Openness to the views of others, give and welcome feedback. Build a positive team spirit.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.

TECHNICAL KNOWLEDGE OF:

Applicable state and federal statutes; HUD regulations, policies, and procedures; records management; inventory control; custodial methods and techniques; building construction, maintenance, and repair; proper lifting techniques; workplace safety practices; lead based paint/asbestos awareness and safety procedures; mold and moisture maintenance; UPCS procedures; principles and practices of personnel management and supervision.

ABILITY TO:

Perform duties outside in adverse weather conditions (i.e. extreme heat or cold); perform duties in a normal office environment; write clear and concise specifications; make decisions in accordance with established policies and procedures; independently solve problems within assigned areas of responsibility; handle confidential information with tact and discretion; perform moderate to heavy manual labor; climb stairs; walk distances up to 1 mile.

EQUIPMENT OPERATED:

Modern office equipment; hand tools; drills; electric testers; cutters; sever equipment; threaders; lawn equipment; refrigeration equipment; gas detectors; bench tools; floor jack.

POSITIONS SUPERVISED:

- Crew Leader
- Maintenance Mechanic III
- Maintenance Mechanic II
- Maintenance Mechanic I

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date