

# **JOB OPPORTUNITY**

## **Maintenance Supervisor \$50,000 - \$65,000 annually**

**Butler Metro Housing Authority** is seeking to fill two (2) Maintenance Supervisor positions with qualified candidates who can administer day-to-day management of the Maintenance Department.

### **Some Essential Functions of the position:**

- Directs, supervises, trains staff and ensures compliance in the administration of HUD Regulations and Authority policy.
- 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.
- 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.
- Ensure proper planning of maintenance staff to perform emergency on-call duties and be available 24/7 for emergency call outs.

**A complete job description can be viewed on our website [www.butlermetro.org](http://www.butlermetro.org)**

### **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.

Salary commensurate with experience. BMHA offers an excellent benefit package including medical, dental, vision, life insurance, paid vacation, sick leave, OPERS retirement plan.

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org); website [www.butlermetro.org](http://www.butlermetro.org); mail or in person to the address listed below.

Deadline for application is August 31, 2020.

**ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Butler Metro Housing Authority  
Attn: HR Director  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

**MINORITIES AND VETERANS ARE STRONGLY ENCOURAGED TO APPLY  
BMHA IS AN EQUAL OPPORTUNITY EMPLOYER**