

VHA Position Description

POSITION TITLE	SALARY
MAINTENANCE SUPERVISOR	
DIVISION	
PUBLIC HOUSING	LIPH
EMPLOYMENT STATUS	STATUS
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Part-Time	EXEMPT
REPORTS TO: Executive Director	
SUPERVISES: Buildings & Grounds Supervisor, Maintenance Mechanics, Maintenance Technicians, Buildings & Grounds Technician, Maintenance Laborers, and Temporary Staff at ALL AMPs.	

EDUCATION & EXPERIENCE:

High school graduate or equivalent. Driver's license required. Vocational/technical training, or related maintenance or construction experience required. Must be a self-starter with excellent written and oral communications skills; ability to plan, organize, develop and schedule their teams' workload. Experience in public housing or multi-family units required.

POSITION SUMMARY:

The Maintenance Supervisor, under the supervision of the Executive Director, will lead the property operations for all public housing sites. This includes managing the division and performing necessary maintenance activities. Works closely with Housing Operations Director to ensure the developments meet the Agency's benchmarks. Directs, schedules and performs work on repairs to buildings, unit renovations, ground maintenance activities and general upkeep of machinery and buildings.

DUTIES & RESPONSIBILITIES:

1. Coordinates work schedules and issues daily assignments to maintenance team, including all maintenance mechanics, maintenance technicians, maintenance laborers and temporary workers.

2. Prepares maintenance schedules and allocate work as per forecasted workloads and manpower.
3. Responsible for interviewing new hires and evaluating all subordinates on an annual basis.
4. Responsible for documenting violations of the Agency's Personnel Policy and notifying the Executive Director of such violations, in writing.
5. Communicate with the purchasing specialist to purchase materials needed to complete unit renovations.
6. Monitor maintenance and safety issues related to the Authority property and equipment.
7. Monitor maintenance expenses as they relate to the AMPs and the annual budget; participate in the annual budget preparation.
8. Performs technical and non-technical routine maintenance duties on a wide variety of building and facility equipment, fixtures and systems.
9. Oversee all unit renovations and ensure that work is completed on time.
10. Repairs and maintains a variety of equipment, machines and systems that includes heating, cooling, plumbing, and electrical items used in the daily operations of the properties and units.
11. Performs the installation of new equipment and parts as necessary.
12. Reviews maintenance procedures and work flows, reviews maintenance requests for tools and parts, recommends solutions to Executive Director.
13. Ensure annual compliance with all mandated inspections on building systems (i.e. elevators, water systems, boilers, etc.).
14. Responsible for developing and implementing quality control procedures.
15. Responsible for conducting all punch list inspections and communicating follow up repairs with subordinates.

16. Work tasks will include, but not be limited to: carpentry, electrical maintenance, pipefitting and plumbing, drywall repair and replacement, tile installation and maintenance, appliance repair and diagnostics, plumbing repair and replacement, cleaning drains and piping, repairing and maintaining toilets, flooring installation and repair, replacing broken glass, tile, carpet, screens, fixtures, etc.
17. To be responsible, under the direction of the Executive Director, to assist in the overall maintenance of the property. Works closely with the Housing Operations Director to ensure the property is in the best condition possible.
18. HVAC tasks including maintenance of filters, belts, pulleys and troubleshooting control systems. General preventative maintenance and repair on all types of refrigeration and heating equipment.
19. Set night call schedule for maintenance crew. Approve placement of individuals on the night call rotation. Set policy and procedure as it relates to responding to emergency call-outs. Act as back up for night call as necessary.
20. Develops and implements procedures and training opportunities for all employees related to responding to unit renovations and work orders.
21. Responsible for keeping accurate records regarding unit renovations and materials used.
22. Communicate to the Housing Operations Director and Executive Director regarding any problems on the property.
23. Essential duties include:
 - Capable of handling or gripping tools or equipment
 - Must be mobile to climb stairs or ladders to repair and inspect units
 - Must be able to lift up to weight of appliances
 - Must have troubleshooting and problem solving skills
 - Must have effective verbal communication and be able to identify problems
 - Must be able to tolerate temperature changes and regional weather conditions and be able to perform out-door activities
 - Must be able to interpret work orders and communicate in writing to residents when completed

Job Acknowledgement:

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification, and addition as deemed necessary by the Housing Authority. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by Housing Authority officials. This job description does not constitute an employment contract between the Housing Authority of the City of Danville, Illinois and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operations.

I have read the above job description, understand its content and have had an opportunity to discuss with my supervisor or the hiring manager. By signing below I agree and understand what is expected of me and can comply with all requirements of this position.

Employee Signature

Date