

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Estella Maxey Maintenance Supervisor

NON-EXEMPT

SUPERVISOR: Director of Maintenance

Duties and Responsibilities

Responsible for assisting the Director of Maintenance in the administration of work involving the maintenance of all Estella Maxey dwelling and non-dwelling facilities and grounds, storage areas and distribution system, and automotive equipment and fixtures. Specific duties include the following:

Plans, schedules and reviews daily maintenance assignments with maintenance personnel and provides guidance and assistance to employees as needed to perform assigned work.

Develops procedures and controls for the various functional activities within the maintenance operation.

Monitors subordinate's activity; periodically evaluates job performance, counsels employees, and makes recommendations to Maintenance Director.

Requisitions needed maintenance supplies and equipment and maintain inventory of maintenance materials and equipment, such as ranges, refrigerators, tools, vehicles, etc.

Assists Director of Maintenance in hiring and dismissal of maintenance employees.

Makes estimates for time and materials needed for a variety of maintenance tasks such as electrical, gas, water, and sewer lines, and the upkeep of project grounds.

Participates in inspections of dwelling units and discusses conditions of units and related matters with residents.

Develops and conducts maintenance training and safety programs for maintenance employees.

Makes daily rounds of housing development and grounds to identify maintenance needs and removes trash and discarded items.

Prepares and submits various required periodic reports, records, and statistical information for the Director of Maintenance and Vice President of Operations.

Attends staff meetings with department heads and attends other meetings as required.

Maybe required to perform some maintenance tasks involving repair of water leaks and gas leaks and maintains a record of actions and repairs.

Read meters at assigned developments.

Performs other related duties as assigned.

Qualifications and Knowledge

High school graduate or GED and at least 2 years college training in industrial arts or related programs. Three years of progressively responsible experience in apartment maintenance, construction or management fields or an equivalent combination of education and experience.

Considerable knowledge of the trade skills, methods, materials, tools, and equipment used in maintaining dwelling and non-dwelling facilities and grounds.

Good knowledge of federal, state, and local laws and regulations pertaining to public housing authorities.

Good knowledge of basic arithmetic and some knowledge of principles, practices, and techniques of budgeting and accounting.

Ability to plan, organize, and implement a facilities maintenance program.

Ability to read blue prints, plans and specifications.

Ability to establish and maintain effective and courteous working relationships with other Authority employees and residents and person outside the Authority.

Ability to maintain adequate records and prepare clear and concise narrative and statistical reports using a computer.

Bondability.

Valid Texas Driver's license.

Eligible for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Director of Maintenance. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances. The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise which are not covered by instructions are referred to the supervisor or dealt with independently, depending on the circumstances.

The employee gives general assignments to maintenance personnel as directed by Maintenance Director.. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines, and resources available. The employee monitors the work of subordinates for accuracy, quality and completeness, and evaluates their performance and provides counseling.

Guidelines

The employee follows various written guidelines in performing work. Specific guidelines are available concerning various building codes or specifications relative to technical repairs or modifications. Specific guidelines are also available for purchasing materials, awarding contracts, and expenditures of funds. Guidelines generally are not available for daily operating decisions or decisions in emergency or unusual circumstances. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstance.

Complexity

The employee performs a wide variety of tasks that are somewhat routine. The employee identifies work to be done and determines the course of action to follow. The employee coordinates, integrates, and prioritizes the tasks, and intermittently makes decisions regarding unusual circumstances, conflicting data, or other non-routine occurrences. Problems and issues are easily identified and decisions made by the employee may involve work in several Authority activities.

Scope and Effect

The employee's work primarily affects maintenance of all of the Authorities dwelling and non-dwelling facilities, grounds, vehicles and equipment, and the Authority's residents. Successful accomplishment of the maintenance function is essential to achieving the Authority's basic mission – provide housing that is decent, safe, and sanitary.

Personal Contacts

The employee's personal contacts are primarily with Authority employees and residents; federal, state, and local agency official and representatives of public service organizations; and, other concerned groups and organizations. Normally, contacts require ordinary tact and courtesy. Infrequently, the employee may be involved in negotiation or controversial matters, which require extra tact and diplomacy.

Contacts are to obtain or give information or facts, or to plan and coordinate activities. Contact may also be made to motivate, influence, direct, or to justify, defend, negotiate or resolve significant matters.

Physical Demands

Work is performed both indoors and outdoors, and involves physical exertion common to construction, rehabilitation and maintenance industries, such as long periods of bending, stooping and walking on rough terrain. Work may require specific physical characteristics and abilities such as above-average strength, agility and dexterity.

Work Environment

Work involves moderate risks and discomforts which are common to architects, engineers, and contractors and require special safety precautions and use of protective clothing or gear, such as a helmet, mask, goggles, steel-toe shoes or a safety belt.