

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Approved: 09/14/04
HACCC.

Reviewed: 00/00/00
Revised: 11/02/04

MAINTENANCE SUPERINTENDENT
(FLSA Exempt)

DEFINITION/PURPOSE:

Provides lead direction to Maintenance Supervisors in their performance of maintaining maintenance operations for all HACCC properties. May provide supervision and technical assistance to other maintenance personnel.

DISTINGUISHING CHARACTERISTICS:

This management classification is responsible for the overall management of the maintenance operation and direct supervision of the Maintenance Supervisors. This classification is distinguished from any other by the responsibility for supervision and for the 24-hour/7-day responsibilities of the assigned supervisors. It differs from the class of Maintenance Supervisor by having the overall responsibility of maintenance operations, contract administration and management for all HACCC properties.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct general administrative direction of the Director of Facilities Management & Purchasing, with significant independence.

Exercises direct and general supervision over Maintenance Supervisors and other assigned maintenance employees.

ESSENTIAL JOB FUNCTIONS:

- Manages preventive maintenance and repair contracts.
- Develops and manages project budgets and assists in the development of department budgets.
- Supervise and evaluate the performance of assigned staff, assist in hiring, promotions, terminations and disciplinary actions.
- Perform monthly facility inspections, audits, and present reports in order to maintain established standards.
- Develop and implement standardization of HACCC equipment. (i.e., water faucets, shower heads, drawer pulls, carpet, tile, light bulbs, lawnmowers, weed eaters, etc.)
- Ensure cross-functional training programs are provided and maintained throughout the Maintenance staff.
- Monitors and reports service provider performance on all maintenance contracts.

- Monitors all Maintenance staff regarding customer service performance and reports findings.
- Collect and organize technical data from all sites regarding equipment information and site information for the purpose of establishing an computerized Operation and Maintenance library.
- Maintain effective communication with supervisor, peers, and subordinates.
- "On Call" responsibilities and 24-hour/7-day via radio access, except during designated "time off period".
- Act as a liaison for Facilities in prioritizing workloads with customer departments.
- Maintain Material Safety Data Sheets (MSDS) on hazardous materials used in the workplace at all sites.
- Make sure all Maintenance Supervisors maintain safety contingency plans.
- Enforce and comply with district, county, state, and federal policies and regulations.
- Develop, manage, and monitor emergency call-out repair services.
- Develop and maintain a variety of narrative and statistical reports, records and files.
- Assist in budget development, review budgetary and financial data, monitor expenditures with established guidelines.
- Review work processes and propose upgrades or improvements.

OTHER JOB FUNCTIONS:

- Represent the Authority in meetings, as assigned by the Director of Facilities Management.
- May represent the Authority at conferences.
- Perform related duties as assigned.
- Prepares reports for Management at the as directed by the Director of Facilities Management.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing; Preventive maintenance program development and execution; Budget preparation and administration; Journey-level skills in at least one trade; The use and minor repair of most heavy and light maintenance power equipment; Principles and practices of supervision; CAL OSHA guidelines and risk management/safety awareness; and, Principles involved in UPCS and its implementation in PHAS and REAC. Basic building design, job layout techniques, preparing and reading plans and blueprints. Uses of personal computers. Public housing laws, and agency rules, regulations, and standards. Federal, State, and local building codes and practices.

Ability to – Plan, organizes, direct, and coordinate work of assigned maintenance personnel in a manner that meets established goals and requirements. Train and supervise the work of assigned personnel provide technical assistance. Recognize and act on conditions within the development that require immediate attention, maintenance, or repair. Maintain confidentiality. Analyze, interpret data and

prepare reports. Comprehend and interpret complex rules, regulations, codes, and standards. Operate independently to preserve Authority assets. Establish and maintain positive and effective working relationships with residents, employees, and the general public. Communicate complex ideas clearly and effectively, both orally and in writing; and speak effectively before groups. Operate an office computer using various Windows-based applications and programs.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, stretch, bend, climb stairs and ladders, work in awkward and confined spaces, and lift 50 pounds. Work indoors in a standard office with computer equipment and perform work outside in a variety of weather conditions.

Other – Provide an annual Statement of Economic Interest.

- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- The employee normally works day shift, forty (40) hours per week, but must be willing to respond to recall on a twenty-four hour basis, seven days per week. Flex time is available upon request as approved by the immediate supervisor.
- Will be required to take a pre-employment physical examination.
- Bilingual fluency is desirable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Eight (8+) years of increasingly responsible maintenance experience, which includes responsibility for a full range of maintenance, renovation and repair activities, including Four (4) years of lead or supervisory experience. Experience in either the public or private sectors in a housing-related environment would be desirable. Possess journey-level skills in one or more trades.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). Possession of an Associate's Degree, or two full academic years of training, from an accredited college or university with a major in construction technology or related field is desirable.