

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M18

Reviewed: 00/00/00
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MAINTENANCE SUPERVISOR
(FLSA Exempt)

DEFINITION/PURPOSE:

Plans, coordinates and directs the day-to-day maintenance operation of one or more Authority developments. Provides supervision and technical assistance to other maintenance personnel assigned to the development(s).

DISTINGUISHING CHARACTERISTICS:

This management classification is responsible for the overall management of the maintenance operation of one or more assigned Authority housing developments and for the supervision of the maintenance staff of each development. This classification is distinguished from any other by the responsibility for supervision and for the 24-hour responsibility for the systems operation and maintenance of the assigned development(s). It is also distinguished by the responsibility to a Housing Manager for the development of timely, effective, and efficient systems operation and maintenance, thereby contributing to the goals and objectives of the department. This is a working supervisor classification.

SUPERVISION RECEIVED AND EXERCISED:

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

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

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, direct, and coordinate the day-to-day maintenance operation of one or more housing developments, and the repair of occupied and vacant units, equipment and grounds.
- Supervise, direct, and inspect the work of a crew of maintenance employees.
- Review daily work orders, and develop priority assignments. Monitor progress and completion of work orders and staff assignments.
- As necessary, participate in the day-to-day work assignments and activities when daily workloads and activities are beyond the capacity of available staff

- Conduct monthly safety meetings.
- Show vacant housing units.
- Maintain inventory control of all project maintenance supplies and materials.
- Provide on-the-job training and technical assistance to the staff.
- Make daily verbal report to the Housing Manager concerning status of work in progress, work completed, and work to be undertaken.
- Maintain good rapport with housing project tenants and all housing project staff.
- Prepares correspondence and monthly activities and status reports.
- Respond to and resolve issues pertaining to housing maintenance program. Advise the Assistant Director for Facilities Management in a timely manner on necessary actions, problems, or requirements.
- Serve as an advisor to the Assistant Director for Facilities Management regarding management and operations issues and other development-wide matters.
- Assist in the development of authority policies and procedures implementing Federal, State, and local directives and statutes and Authority policies, and, as applicable, procedures for development activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work.
- Responsible for assigned employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Participate in the selection of staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

OTHER JOB FUNCTIONS:

- Represent the authority in meetings, as assigned by the Assistant Director for Facilities Management.
- May represent the Authority at conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing. Journey-level skills in at least one trade and common maintenance hand tools. The use and minor repair of most heavy and light maintenance power equipment. Principles and practices of supervision. 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, organize, direct, and coordinate work of other maintenance personnel in a manner that fulfills the priorities of the Housing Manager and needs of the Authority. Supervise the work of assigned subordinate personnel. Recognize and act on conditions within the development that require immediate attention, maintenance, or repair. Train and provide technical assistance to other maintenance employees. Maintain confidentiality. Analyze, interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Operate independently to preserve and promote Authority assets. Establish and maintain positive and effective working relationships with tenants, employees, and the general public. Communicate complex ideas clearly, effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - 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. Operate keyboard equipment. Work in a standard indoor office environment 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 an alien, 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.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

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 – Five (5) years of increasingly responsible maintenance experience which includes responsibility for a full range of maintenance, renovation and repair activities. The experience must include two (2) years of 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 Associates Degree, or two full academic years of training, from an accredited college or university with a major in construction technology or related field may be substituted for one year of experience. There shall be no substitution for supervisory experience.

