

BROCKTON HOUSING AUTHORITY

Affordable Housing Facilities Supervisor

Salary: \$65,000

Location: Various

Hours Per Week: 40

Supervised By:

General Statement of Duties: Performs administrative skilled supervisory work in the maintenance and repair of buildings, grounds, fixtures and facilities for the Affordable Housing portfolio, which include units owned by the Brockton Housing Authority, and those contracted by the Brockton Housing Authority to manage. Responsible for planning, assigning and supervising Affordable Housing facilities' employees engaged in performing a wide variety of maintenance and repair tasks. Performs and is responsible for general maintenance and repair of buildings, grounds, fixtures and facilities of the affordable Housing portfolio. Also responsible for developing standards, procedures, schedules and methods for the utilization of personnel, materials and equipment. Procures contractors as needed in accordance with proscribed statutes and regulations.

Responsibilities:

1. Serve as team leader in the execution of specific maintenance duties for the Affordable Housing portfolio.
2. Serve as point of contact with affiliated non-profits
3. Exercise general supervision over assigned employees.
4. Plan, schedule and assign work to employees supervised on a daily basis.
5. Coordinate inspections of Affordable Housing portfolio by various entities as needed.
6. Assign work orders at start of each work shift and review work orders at the end of the shift. Take immediate action to correct any problems.
7. Track subordinate employees' performance daily via the work order system and take action immediately to correct any problems.
8. Help employees supervised to troubleshoot and resolve difficult work problems. Serve as a source of technical know-how for assigned staff.
9. Keep employee attendance records.
10. Work in a team environment with the Division Director of Housing Administration, Director and the Affordable Housing Property Manager in organizing, planning and scheduling emergency, routine and preventative maintenance and grounds care activities for the Affordable Housing portfolio.
11. Assist the Division Director of Housing Administration, Director and Affordable Housing Property Manager in preparing budgets.
12. Assist the Division Director of Housing Administration, Director and Affordable Housing Property Manager in preparing grant applications.
13. Act as project manager/clerk of the works on affordable housing development projects.
14. Operate assigned maintenance operations within approved budgets.
15. Attend meetings and appropriate job trainings as required or assigned by supervisor.
16. Perform duties consistent with agency/program policies and procedures.

17. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
18. Perform other duties as directed by the Division Director of Housing Administration.

Qualifications:

- Five years progressively responsible experience in building and grounds maintenance or building contracting with at least one year supervisory experience.
- Considerable knowledge of effective supervisory practices and procedures; work planning, scheduling, inspection and control; practices, methods, materials and tools used in building and grounds maintenance.
- Bachelor's Degree preferred.
- Considerable knowledge of the basic principles of electricity, plumbing, gas fitting, painting, plastering, masonry, carpentry, refrigeration, heating, air conditioning, welding and their applicability to maintenance and repair activities.
- Thorough knowledge of maintenance support systems including work orders, preventive maintenance, inventory control, vacancy tracking and resident charges.
- Ability to plan and direct the work of subordinates skilled, semi-skilled and unskilled maintenance workers; to estimate costs, labor time and materials; to keep records and prepare reports; and, to read and interpret building plans, prints, drawings and diagrams.
- Basic knowledge of computers and be able to use the Authority's computer system.
- Ability to communicate well with others and to establish and maintain effective working relationships with superiors, officials, subordinates, other employees, residents and the general public.
- Possession of a valid State of Massachusetts driver's license.
- Possession of a Massachusetts Construction Supervisor's License preferred.
- Ability to be covered under the Authority's vehicle insurance policy.
- Ability to be covered under the Authority's fidelity bond.

Physical Requirements

- Ability to sit, stand, or walk for extended periods.
- Ability to communicate orally and in writing.
- Ability to read blueprints, technical documents and related materials.
- Ability to physically operate personal computers, copiers, facsimile machines, telephones, and other common office equipment.
- Ability to lift, crouch, bend and to physically access and inspect buildings and grounds.
- Position may be exposed to the following on a regular basis: repetitive motion, vision strain, noise, odors, extreme temperatures, verbal abuse, various weather conditions, chemicals, toxicants, caustics, and blades and moving parts.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER