

Job Title:	Assistant Director of Facilities	Revision Date: E.D. Initials	June 6, 2024
Department/Group:	Administrative	Union Status	Non-Union
Location:	LHA/SHA/LuHA/WBHA/HHA/WHA	License Req'd.	Driver's License
Level/Salary Range:	\$80,000 - \$90,000	Position Type:	Full Time Position (35 hrs. wk.)

Job Description

Reports to the Assistant Executive Director/Director of Facilities. This position serves as the traveling liaison for all maintenance, modernization, and development operations of the Authority's public housing units. This position is not a supervisory role. Will need to travel between all Leominster Housing Authority associated sites including but not limited to the following Housing Authorities (approximately 1000 units):

- Leominster Housing Authority
- Sterling Housing Authority
- Lunenburg Housing Authority
- West Boylston Housing Authority
- Holden Housing Authority
- Warren Housing Authority, and the
- Leominster Development Corporation

Role and Responsibilities

- Will be available to always coordinate maintenance staff for emergency issues via telephone.
- Will ensure that all fire, carbon monoxide, security etc. systems are fully operational at all times.
- Will report to Director of Facilities status of all public housing authority vacant units.
- Will work closely with the staff for planning of maintenance at all sites and will assist through coordination of staff, concerning modernization and development projects.
- Will attend modernization pre-construction meetings, kick-off meetings, walk-throughs, and status conferences for modernization projects for all housing authorities, as required by Assistant Executive Director or Director of Facilities.
- Will work with RCAT as needed.
- Will work closely with the maintenance team to perform inventory checks on all maintenance equipment and schedule necessary service.
- Will work with staff to keep inventory of all maintenance materials and equipment.
- Will perform an annual inventory of equipment and supplies for all housing authorities.
- Will communicate the need for materials and equipment to the Assistant Executive Director for small purchases and will verify all purchase invoices and receiving slips for all maintenance materials and equipment.
- Will purchase or pick-up tools, equipment, or supplies and deliver as needed.
- Will function as a courier to pick-up and deliver mail, memos, rent checks, or other items as needed to all housing authorities.
- Will perform spot inspections of all buildings and common areas to ensure safe and clean conditions.
- Will perform annual inspections for all units and preform re-inspections as needed.
- Will review inspection reports and generate work orders based on status and provide recommendations to managers regarding resident follow-ups.
- Will monitor the work order system to ensure adherence to time schedules.
- Will maintain an "on call" list of maintenance staff and coordinate with the afterhours on call service.
- Will coordinate with local building inspectors, fire, and public works departments as necessary.

- Will work with the Chief Procurement Officer to create maintenance service contract specifications.
- Will coordinate and schedule pest control activities for all authorities.
- All other duties as required by the Assistant Executive Director and Director of Facilities related to the maintenance of the housing stock.

Qualifications and Education Requirements

Must have at least 5 years of experience managing all aspects of maintenance of residential properties.

Knowledge of Massachusetts Building Codes and Health and Safety Codes.

Must be proficient with MS Office products, tablets, and other technology as needed.

Must have a valid driver's license.

Must have reliable transportation and a clean driving record. Driving record to be available as requested.

Preferred Skills

Massachusetts Construction Supervisor License preferred.

Experience in facilities management in public housing preferred.

Ability to speak Spanish preferred.

The Leominster Housing Authority is an Equal Opportunity Employer (EEO)