

Holden Housing Authority

Job Title:	Maintenance Supervisor	Revision Date:	August 15, 2023
		E.D. Initials	Benjamin Gold
Department/Group:	Facilities	Union Status	Union
Location:	Holden	FSLA Status	Exempt
Level/Salary Range:	MA State Prevailing Wage Rate	Position Type:	40 Hours per week
Job Description			
<p>Job Summary</p> <p>The Maintenance Supervisor is responsible for the overall physical condition of the property. This person is responsible for the timely mowing, leaf raking, flower planting and weeding of site; removal of snow and ice; performs semi-routine and diversified duties in connection with maintenance of buildings and grounds requiring many skills found at the journeyman level, such as: carpentry for woodworking repairs; minor plumbing repairs; minor electrical repairs; painting work; and custodial work including tasks such as cleaning, sweeping, trash removal, and other duties as required. The incumbent is expected to have knowledge of and manual skills in repairing such items as: plumbing and heating valves and pipes, electrical switches, stoves and refrigerators, windows, doors and other wood materials, mechanical equipment (i.e. snow blowers, power mowers, hedge clippers, chain saws, etc.) and in carrying out a full set of maintenance duties, and may be required to work under adverse conditions such as: sleet, snow, heat, cold, dust and dirt. This position is based out of Holden; however, the Maintenance Supervisor will also service other locations within the North Central Massachusetts area including West Boylston, Lunenburg, and Sterling on an as needed basis. There may be more locations in the future. Must be available on an “On Call” basis to perform Emergency Repairs as well as snow and ice removal duties. Must carry cell phone at all times. Must have a driver’s license and use of a privately-owned vehicle. This position’s compensation is partly funded from management agreement fees and this position is subject to reduced compensation, hours, or elimination in the event that the management services agreement terminates.</p> <p>Supervision Received</p> <p>The incumbent normally receives only general supervision from a supervisor, who may be the Housing Manager, Director of Maintenance, Assistant Executive Director, or a person appointed by the Executive Director. The incumbent carries out work assignments in a timely manner and must be able to prioritize work items and manage a 40-hour work week. Supervisor spot checks work while in progress and upon completion for acceptability.</p> <p>Supervision Given</p> <p>Incumbent may provide work direction and guidance to a small number of aides, contractors, or groundskeepers, in the absence of a supervisor or team leader or when directing snow removal, but generally the incumbent works independently and exercises a great deal of independence of judgment in solving problems and in the act of repairing and maintaining buildings and appurtenances.</p> <p>Principal Duties</p> <ol style="list-style-type: none"> 1. Independently performs a wide range of building and grounds repairs and maintenance functions frequently calling for physical exertion. 2. Repairs or replaces non-permit plumbing fixtures. 			

3. Repairs burner controls, switches, and valves, and performs minor electrical work on ranges and refrigerators.
4. Repairs or replaces non-permit electrical fixtures.
5. Cleans and paints vacant apartments and common areas including lavatories, washes, and waxes floors, cleans appliances, etc.
6. Repairs windows, doors, door frames, locks, mailboxes, repairs alarm systems including controls, etc.
7. Performs maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, etc.
8. Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers, chain saws and other pieces of equipment used by the maintenance force.
9. Checks condition of boiler rooms, blows down boilers, and makes repairs to pumps and valves; maintains condition of boiler rooms in satisfactory condition.
10. Orders materials, supplies and equipment for own purposes and for others working on team, may lift heavy objects.
11. Inspects apartments for maintenance work to be done, usually because of a tenant request or work order.
12. Must have knowledge and skill in using a wide range of hand tools and equipment such as: drills, hammers, wrenches, electrical testers, hand and power saws, plungers, drain augers, rakes, shovels, brooms, mops, hedge clippers, power mowers, snow blowers, vacuum cleaners and other hand and power tools and equipment to perform the task, etc.
13. Removes snow and ice from buildings and grounds by shoveling, snow plowing, snow blowing, etc. Treats parking areas and walkways, either manually or mechanically, with sand and/or ice chemicals to ensure tenant safety.
14. Operates motor vehicles such as trucks, dump trucks, automobiles, etc.
15. Performs other related duties as required.

Knowledge, Skills, and Abilities

1. Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
2. Ability to read blueprints, drawings, and technical documents.
3. Ability to perform complicated building maintenance tasks of varying difficulty independently.
4. Knowledge of tools and methods to be used in a wide range of building maintenance work.
5. Knowledge of occupational hazards and safety measures.
6. Ability to direct the work of others, such as aides, groundskeepers, and contractors.
7. Ability to operate motor vehicles (pickup truck with and without a utility trailer attached) and the ability to operate a snowplow.
8. Ability to understand and carry out oral and written instructions.
9. Ability to maintain acceptable working relationships with co-workers and superiors.
10. Ability to work in hazardous and adverse conditions, such as: sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places. Ability to lift heavy objects into and out of trucks and apartments.
11. Valid Massachusetts driver's license or equivalent required at all times.

The Holden Housing Authority is an Equal Opportunity Employer (EOE)