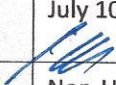


Fitchburg Housing Authority

Job Title:	Director of Operations – Public Housing	Revision Date: E.D. Initials	July 10, 2018 
Department/Group:	Executive	Union Status	Non-Union
Location:	All Housing Locations	FSLA Status	Exempt
Level/Salary Range:	\$70,000 - \$85,000 per year	Position Type:	Full Time Position
Job Description			
Role and Responsibilities			
<p>Highly responsible position that reports to the Executive Director and/or Assistant Executive Director of the Leominster Housing Authority group. Serves as the Fitchburg Chief Operating Officer for State-Aided Public Housing Programs.</p> <ul style="list-style-type: none"> • Will be required to attend Fitchburg Housing Authority Board Meetings on a monthly basis and present reports to the Board. • Will prepare monthly management and facilities reports for all State-Aided Public Housing Programs. • Will be responsible for the administration and compliance of all State regulations. • Will directly supervise the two public housing managers and the two maintenance supervisors. • Serves as the direct liaison between the housing authority and tenants of public housing units. • Coordinates the occupancy efforts of management and facilities staff for State-Aided Public Housing Programs. • Serves as the Informal Hearing Officer for State-Aided Public Housing Programs. • Works with the Director of Finance to assure budget compliance for State-Aided Public Housing Programs. • Will be responsible for the planning of maintenance and modernization and will be responsible for approval of all staffing schedules, approval of time-off requests and payroll for State-Aided Public Housing Programs including the coordination with the on call maintenance service. • Will perform all Annual Inspections with a member of the Maintenance Staff (Including DHCD Inspections) • Will communicate the need for materials and equipment to Procurement staff for small purchases and will verify all purchase invoices and receiving slips for all maintenance materials and equipment. • Will work with staff to keep inventory of all maintenance materials and equipment. • Will create a winter snow and ice plan for State-Aided Public Housing Programs. • Will perform inspections of all buildings and common areas to ensure safe and clean conditions • Will work with the Chief Procurement Officer to create maintenance service contract specifications. • All other duties as required by the Executive and/or Assistant Executive Director related to the State-Aided Public Housing Programs. 			
Qualifications and Education Requirements			
<p>Must have at least 5 years of experience in management or facilities management of residential housing. Must have a Bachelor's Degree in a relatable field. 3 years' experience in a Public Housing Setting may substitute for Bachelor's Degree. Must have a Public Housing Manager Certificate or be able to obtain one within one calendar year. Must have 3 years' experience supervising a staff of at least 5 members. Must have a valid driver's license and reliable transportation.</p>			
Preferred Skills			
<p>Experience with management of State-Aided Public Housing preferred. Experience in facilities management in the State-Aided Public Housing preferred. Massachusetts Construction Supervisor License preferred. Ability to speak Spanish preferred.</p>			
The Fitchburg Housing Authority is an Equal Opportunity Employer (EEO)			