

## Fitchburg Housing Authority

<b>Job Title:</b>	Director of Maintenance	<b>Revision Date:</b> <b>E.D. Initials</b>	March 30, 2018
<b>Department/Group:</b>	Facilities	<b>Union Status</b>	Non-Union
<b>Location:</b>	All Housing Locations	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	\$65,000 - \$80,000 per year	<b>Position Type:</b>	Full Time Position
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>Highly responsible position that reports to the Executive Director and/or Assistant Executive Director. Serves as the onsite supervisor for all maintenance operations of the Authorities' housing units. Will need to travel between all Leominster Housing Authority associated sites including those public housing sites managed by the Leominster Housing Authority, Fitchburg Housing Authority, Sterling Housing Authority, Lunenburg Housing Authority, West Boylston Housing Authority and possibly additional communities added in the future. Currently 1,200 apartments, offices etc.</p> <ul style="list-style-type: none"> <li>• Will coordinate and supervise maintenance staff including Work Order Clerk(s) (15 -25 staff)</li> <li>• Will be available to coordinate maintenance staff for emergency issues at all times.</li> <li>• Will ensure that all fire, carbon monoxide, security etc. systems are fully operational at all times</li> <li>• Will prepare monthly reports on the maintenance of all public housing properties. Reports will include vacancy reports with the status of refurbishment of all vacant public housing units.</li> <li>• Will work closely with the staff for planning of maintenance at all sites and will assist through coordination of staff, concerning modernization and develop projects.</li> <li>• 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.</li> <li>• Will work with staff to keep inventory of all maintenance materials and equipment.</li> <li>• Will create a winter snow and ice plan for all communities including afterhours staff plan</li> <li>• Will perform inspections of all buildings and common areas to ensure safe and clean conditions</li> <li>• Will monitor all maintenance personnel to ensure that all hours are worked and documented correctly, including overtime hours.</li> <li>• Will maintain an "on call" list of maintenance staff and coordinate with the afterhours on call service.</li> <li>• Will coordinate with local building inspectors, fire and public works departments as necessary</li> <li>• Will work with the Chief Procurement Officer to create maintenance service contract specifications.</li> <li>• Will coordinate all landscape efforts at all properties.</li> <li>• All other duties as required by the Executive and/or Assistant Executive Director related to the maintenance of the housing stock.</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p>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 have a valid driver's license. Must have reliable transportation.</p> <p><b>Preferred Skills</b></p> <p>5 years of experience supervises a staff of at least 5 people preferred. Massachusetts Construction Supervisor License preferred. Experience in facilities management in the public sector preferred. Ability to speak Spanish preferred.</p> <p>The Fitchburg Housing Authority is an Equal Opportunity Employer (EEO)</p>			