

EAST POINT HOUSING AUTHORITY

Position Description

Classification: **Maintenance Supervisor**

Supervisor: **Compliance Manger in conjunction with PH Asset Manager**

Last Revision: 12/04/18 Status: **Non-Exempt** Pay Range: Hourly

Position Description

Safely performs a variety of journeyman skilled trades and labor activities at EPHA facilities and property as required. The Maintenance Supervisor will help establish and maintain a level of pride in the performance and appearance of EPHA communities by ensuring the properties remain safe, comfortable homes that our residents can be proud to reside in.

Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or reliefs, to equalize peak work periods or otherwise balance the workload.

1. Coordinates maintenance functions and oversees various repair and improvement projects for the assigned properties, develops, maintains, oversees and conducts preventative maintenance schedule, activities,
2. Fosters a collaborative, teamwork environment with the Compliance and PH Asset Manager and Maintenance Team, as well as other EPHA Departments.
3. Oversees inventory system including materials necessary for property and grounds maintenance, equipment repair and servicing, and operation for the maintenance shop.
4. Determines work procedures, prepares work schedules, and expedites workflow to endure efficient unit turnover and work-orders.
5. Performs mechanical, plumbing, electrical, carpentry and masonry repairs including structural and roofing installation and repairs and painting.
6. Repairs heating, air conditioning, ventilation, and refrigeration equipment.
7. Applies paint using various methods; prepares surfaces, paint and other chemicals for painting.
8. Delivers and installs appliances in dwelling units, cleans and repairs appliances.
9. Performs various manual activities as assigned.

10. Operate motor vehicles; ensures vehicles are maintained in accordance with established standards and practices.
11. Ensures personnel, vendors, and contractors comply with all applicable local, state and federal laws, regulations, mandates and other applicable requirements including the EPHA procurement policy.
12. Performs other duties as assigned.
13. Picks up trash on grounds, streets, and vacant units to ensure cleanliness, washes and performs preventative maintenance on vehicles; dispose of trash or debris at city dump.
14. Applies paint using various methods; prepares surfaces, paint and other chemicals for painting.
15. Generates and/or oversees work orders in response to tenant reports and inspection findings. Follow up with tenants to ensure work was completed satisfactorily.
16. Maintains the utmost confidentiality of all applicant and tenant information.
17. Responds to and documents client/resident complaints as needed.

Additional Job Functions

1. Must treat people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times.
2. Adapts well to change in the work environment. Must be able to work with frequent interruptions and respond calmly and professionally to emergency situations. Demonstrate the ability to provide quality services to a culturally diverse population. Must be respectful and professional at all times.
3. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journal and publications.
4. Uses a time management system and other organizational tools set up by EPHA.
5. Knowledge of lease provisions and house rules. Participate in enforcement of leases and rules as needed.
6. Ability to prioritize and make rational, appropriate decisions.
7. Must be able to write clearly and professionally.

*These are the critical functions assigned by EPHA. This does not restrict other tasks that may be assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of EPHA facilities and equipment.
2. Knowledge of EPHA policies and procedures.
3. Knowledge of safety procedures, practices and regulations.
4. Knowledge of basic maintenance equipment.
5. Skills in heavy and light equipment operation and maintenance.
6. Skills in general preventive maintenance and repair.
7. Computer/technology skills are required.
8. Reasonable knowledge of applicable laws relating to employee hiring and personnel management.

9. Requires strong skills in organization, concentration, time management, initiative and attention to detail. Must be able to deal with frequent interruptions.
10. Ability to relate to residents and co-workers.
11. Demonstrated ability to read, write and understand written instructions in English.
12. Ability to read and understand MSDA and other related written material.
13. Demonstrated ability to enter data into the computer and receive data from the computer.
14. Ability to work outdoors in all types of weather.

Physical/Mental Requirements

1. Level of manual dexterity sufficient to allow for operation of hand and power tools.
2. Ability to drive, stand, walk, stoop, kneel, crouch, or crawl in awkward positions.
3. Ability to move, handle, or lift up to 50 pounds.
4. Ability to work in stressful situation and handle possible hostile confrontations with residents.

Special Requirements

1. Must possess a valid driver's license, have reliable transportation and insurable under EPHA's automobile insurance.
2. Criminal background checks will be performed on all applicants.

Minimum Education, Training, and/or Experience

1. High school diploma, trade school equivalent, and five years related experience.
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, provides the required knowledge and abilities, may be considered sufficient.