

Maintenance Supervisor

Under general supervision of the Compliance Manager and in conjunction with the Asset Manager, the Maintenance Supervisor is responsible for supporting ongoing property maintenance functions within the East Point Housing Authority (EPHA). This position performs various duties related to the maintenance of 185 public housing units, supervises maintenance staff, contractors and vendors. Position requires skills in electrical, plumbing, carpentry, snow removal, grounds keeping, vacancy turnovers and general cleaning procedures. Ideal candidate must possess the ability to read technical documents, manage time and prioritize workloads efficiently and effectively. Must possess HVAC certificate and/or ability to obtain within six months of hiring. Must be proficient with Microsoft Office. Must be organized and have a good attitude and friendly disposition toward the public. Must be a team player with the ability to work independently. Subject to "after hours emergency on call" duty. Requirements: five (5) years' experience in construction/maintenance; Three (3) years supervisory experience; working knowledge of building codes, and code enforcement practices; interpret floor plans, electrical, plumbing, heating, a/c servicing; operate equipment, power and hand tools. Experience with subsidized housing, HUD and Housing Authority policies and procedures a plus. Education must include a high school diploma or equivalency; relevant training beyond high school a plus. Must be able to work well with residents of all ages and backgrounds in a professional manner. Applicant must successfully complete a drug screen, have a clean driving record with the Department of Motor Vehicles, have reliable transportation, possess a valid GA driver's license, and pass a criminal history/law enforcement background check. Applications and full job description may be obtained from: EPHA website www.eastpointha.org; click on "Work with Us" for job openings. Applicants must submit an EPHA job application and resume to be considered. Please submit application and resume to Jobs1@eastpointha.org; or HACEPG Human Resources at Post Office Box 91363, East Point, GA 30364 to be considered. Applications and resumes will be accepted until the position is filled.