

MANSFIELD METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

JOB DESCRIPTION – MAINTENANCE DIRECTOR

Job Title:	Maintenance Director	Supervisor:	Executive Director
Employment Status:	Full-time	FLSA Status:	Exempt
Positions Supervised:	Maintenance Techs and Inspectors		

Job Summary:

Oversees all maintenance activities for properties owned and/or managed by MMHA. Oversees the Inspections for Mansfield Crawford and Seneca MHAs. Supports the executive director in budgeting and planning related to maintenance and capital improvements. Responsible for ensuring that the maintenance I inspections workforce meets or exceeds performance objectives, supports agency goals, and completes maintenance activities in an efficient, professional and courteous manner.

Duties and Responsibilities:

- Monitors maintenance & Inspections performance to meet or exceed departmental goals and objectives.
- Schedules inspections for Mansfield MHA and/or Crawford & Seneca MHA's as needed.
- Assures the timely abatement of all emergency property issues and safeguards physical assets. Responds to emergencies as necessary.
- Routinely inspects properties and reviews a sampling of subordinates' work products for quality assurance including walking the grounds, walking units & reporting to address deficiencies.
- Assures compliance with regulations and requirements related to maintenance and inspection operations, including NSPIRE, OSHA, HUD, etc.
- Direct & attend regular meetings with maintenance, inspections and Turtle Creek staff.
- Establishes training and planning activities consistent with the maintenance directives and policy.
- Prepares and recommends budgets and plans to assure the safety and longevity of properties.
- Provides oversight and handles personnel issues within the maintenance & inspections staff, ensuring efficient and effective work is being accomplished through teamwork & respect.
- Oversees and works in conjunction with the Maintenance Team to order and contract for all supplies and contract labor necessary to maintain the property inventory as well as collecting supporting documentation.
- Ensures all duties are covered and may cover for shifts when maintenance or inspectors call off.
- Oversee a contractor/vendor list and obtain new potential contractors for use in addressing property concerns.
- Oversee and maintain a Purchase Order system of addressing maintenance concerns.
- Compile and update an asset inventory related to the property(ies) we serve.
- Oversees and coordinates the inspection process in conjunction with the Housing Manager and Program Director. Conducts inspections in the absence of the inspector for MMHA owned/managed units, Section 8 and other assisted properties. Performs 5% quality assurance for HUD related inspections.
- Engages with a 3rd party inspection company (TIG or other) to address "PHA owned" units.
- Performs personnel evaluations for subordinate employees pursuant to policy.
- Communicate well with the Executive Director and other key staff in other departments.
- Treats tenants and coworkers with the utmost of respect.
- Maintains resident/client and agency confidentiality.
- Engage with the Property Manager regarding Reasonable Accommodation requests.
- Communication with other MMHA staff related to property management or inspection concerns.
- Trains & Cross-trains other employees.
- All other duties as assigned.

Skills and/or Experience:

- Completion of an associate degree from an accredited college or university in maintenance, facilities management, business administration, or a closely related field preferred. High school diploma or GED certificate required, with a preference for trade or vocational school; or any other combination of education and experience necessary to perform the essential job duties.
- Experience with residential property maintenance.
- Demonstrated track record in the supervision of maintenance teams.
- Demonstrated ability to handle broad responsibility, to exercise sound independent judgment, to take initiative, and to communicate with leadership as needed.
- Satisfactory score on the Housing Quality Standards examination from a nationally accredited training institute to be obtained within six months of hiring.
- Broad knowledge of, and skill and experience in applying the methods, sequences, materials, procedures, trade practices and techniques used to maintain and repair interior systems, structures, fixtures and appurtenances of housing units; skill and experience in the use of various power and hand tools and equipment necessary to complete the work; basic knowledge of, and skill and experience in plumbing, carpentry, plastering, painting, drywalling, electrical, custodial, and general building maintenance and repair methods.
- Knowledge of and ability to conform to common work practices, policies, procedures, etc. and to work independently; ability to read, write, and communicate effectively; ability to comprehend, interpret, and follow written and oral instructions, directions, etc. and complete the work to desired specifications and quality standards; ability to work well with others and function as a member of a crew; knowledge of and ability to follow safety policies, procedures, practices and regulations; ability to organize and plan the sequence of tasks necessary to complete job assignments; ability to identify and evaluate repair and material needs, and solve work related problems.
- Understanding of and commitment to excellence in customer service, for both internal and external customers.
- Ability to utilize Microsoft Office Suite.
- Must possess a valid Ohio Driver's License and be acceptable to MMHA's automobile insurance provider.
- Must provide proof of eligibility to work in the United States.
- Must be able to deal with culturally diverse populations and perform within strict ethical standards.
- This position may require additional training and travel in order to meet performance expectations.

Inherently Hazardous and/or Physically Demanding Working Conditions:

- The work of this position necessarily involves some exposure to a variety of environmental conditions including fumes, odors, dust, dirt, heat, etc. Exposure to unfavorable health and safety factors in working conditions may be present due to the type of mechanical equipment used and the variety of functions performed. The position requires normal attention to tasks being performed and moderate to heavy physical exertion necessitating full and unrestricted body movements and use of all limbs and major muscle groups. This position requires the incumbent for frequent and/or prolonged periods to stand, bend, stoop, climb, crouch, reach, push/pull (up to approximately 80 lbs.) balance, lift (up to 80 lbs.), manipulate and grasp. Normal vision (particularly at close range) is required due to the fact that incumbent must exercise hand-eye coordination and operate motorized tools, equipment and vehicles.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Employee signature below signifies review and understanding of the contents.

Executive Director/Approval

Date

Employee Name (Signature)

Date

Employee Name (Print)