

POSITION DESCRIPTION

MAINTENANCE SUPERVISOR/FOREMAN

DATE: _____

REVISED DATE: _____

POSITION GRADE: 73-74

REPORTS TO: Maintenance Director

POSITION SUMMARY: This is responsible supervisory work in directing and coordinating the maintenance program of the Housing Authority. This position is responsible for ensuring the proper maintenance and upkeep of all buildings, grounds, and utilities, for utilizing personnel assigned, and for ensuring that work is completed in a timely and professional manner.

ESSENTIAL FUNCTIONS:

1. Directly supervises all assigned maintenance personnel. Schedules all work, including vacancy preparation work.
2. Inspects interior and exterior of buildings.
3. Inspects work performed by subordinate personnel to ensure that work is being performed in a quality, timely manner.
4. Inspects work of contractors and prepares punch lists for review and correction.
5. Responsible for training of all subordinates, including both skill and safety training.
6. Prepares specifications for job bids, and solicits and secures bids.
7. Reviews work order requests to determine priority, backlog status and productivity of assigned personnel.
8. Reviews work order reports and takes required actions.
9. Maintains inventories and requisitions equipment, materials, and supplies as needed.

ESSENTIAL FUNCTIONS: (Continued)

10. Coordinates work with other staff and assists others in fulfilling their required responsibilities.
11. Ensures that vacancies are turned around within Authority time frame.

RELATED DUTIES AND ACTIVITIES

12. Performs maintenance work as required.
13. Works cooperatively with Inspectors and provides support for departments overseeing physical improvements in the development, such as Comp. Grant or other contract work.
14. Inspects and keeps required records of all fire safety code items such as extinguishers, fire doors, and smoke alarms.
15. Conducts regular inspections of Authority vehicles.
16. Performs emergency work. Provides "on-call" coverage as scheduled.
17. Communicates with residents on complaints relative to maintenance work.
18. Assists Housing Management in all areas related to building maintenance.
19. Keeps records as required of all equipment, materials, and supplies.
20. Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of all phases of building maintenance such as electrical, plumbing, grounds maintenance, painting, heating and air conditioners, and gas.
2. Knowledge of the occupational hazards and appropriate safety precautions applicable to building maintenance.
3. Ability to supervise subordinate personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: (Continued)

4. Ability to plan and direct maintenance activities.
5. Ability to read and interpret blueprints, building plans, technical documents, and to prepare simple shop drawings.
6. Ability to cooperate and communicate with residents, outside agencies, and other employees.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited high school. Journeyman level experience in one or more of the building trades.
2. At least three years experience in maintenance; with at least one year in a Foreman capacity.
3. Any equivalent combination of education and experience will be considered.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Possession of a valid State of Florida Drivers License.

Employee Signature

Date

Department Head/Supervisor