

Section III

471. Maintenance Manager

Definitions:

Under direction of the Director of Housing Services, supervisors, coordinates, assigns and review of the maintenance department pertaining to all grounds, buildings and equipment owned by the Housing Authority or related non-profits.

KEY JOB FUNCTIONS:

Key job functions of the position include:

- Planning, scheduling, directing and inspection of all maintenance activities
- Supervising and training of employees
- Assists in budget planning and preparation
- Supervises tenants and is a point of contact for the public, outside third-party agencies and government bodies
- Develops and prioritizes maintenance work assignments

OTHER DUTIES:

Plans, schedules, assigns, directs and inspects all maintenance activities at all Housing Authority and related non-profit projects. Coordinates scheduling of all repairs and preventative maintenance activities for all properties. Complies and maintains accurate maintenance records, files and various reporting systems for all repairs scheduled and performed. Assists in preparing budgets, determining needs in regard to maintenance staffing, equipment and supplies. Reviews entries of all maintenance work order requests within the work order system. Insures prompt completion and close-out of all work orders. Responsible for compiling of accurate annual inventories of Authority and related non-profit owned property. Maintains vehicle fleet records and coordinates vehicle and equipment maintenance. Schedules assignment of maintenance material supplies per current Agency policies, and develops a priority system for responding to maintenance request. Performs on-site monitoring of assigned properties as required. Supervises tenants regarding painting specifications for maintenance work as needed and participates in recommendations for rehabilitation and new construction projects. Dispatches appropriate personnel and resources to respond to emergency after-hour situations. Initiates and writes correspondence, and prepares oral and written reports. Coordinates maintenance resources and property administration with the Property Manager. Develops lines of communication with other Housing Authority staff, clients, contractors, general public, outside agencies and government bodies. Performs other related duties and responsibilities as required within classification.

Employment Standards:

Must demonstrate a background and experience in the field of grounds and building maintenance, and the handling and operation of mechanical equipment. Must be

able to plan and supervise the work of maintenance staff as well as coordinate work details. Ability to prepare clear and concise reports, and demonstrate a working knowledge of resources required in the maintenance and repair of housing structures. Must have technical skills comparable to that of a journeyman pertaining to maintenance of facilities. The ability to be bilingual in English/Spanish or English/Hmong-Laotian is helpful but not required.

Must demonstrate the ability to meet and work positively with people and work independently with a minimum of supervision. Ability to establish and maintain effective working relationships with other Housing Authority management and technical staff, residents, vendors and contractors. Effectively coordinate, organize, and implement work activities. Necessary to possess a working knowledge of the operation of standard office equipment such as but not limited to the following: calculator, copy machine, fax machine, and typewriter.

Education:

Equivalent to completion of an Associate Degree, 60 semester units or more at an accredited college or university in business/public administration or related field. One (1) year of experience in housing management, building maintenance/construction field may be substituted for 24 semester units toward the education requirement.

Experience:

At least five (5) years of increasingly responsible experience or training in a public housing authority; non-profit housing provider; public or private construction-related business; real estate/property management firm, or any other public or private enterprise in which the essential functions of this job were regularly performed. Within the five (5) years of experience requirement, there must be at least two (2) years in a supervisory capacity.

License:

Mandatory to possess a valid California Drivers License, and must present a DMV printout upon request by Employer. Employee must be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirements of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence,

or authorized to be employed under the terms of the Immigration and Nationality Act, as amended or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

This position is classified as a management-equivalent position and is therefore Exempt.