

POSITION TITLE: Maintenance Supervisor

DEPARTMENT: Maintenance

SALARY RANGE: \$32.79 - \$33.50 per hour *(dependent upon experience)*

POSITION SUMMARY

Under the direction of the Director of Maintenance and/or the Assistant Director of Maintenance, the Maintenance Supervisor is responsible for coordinating, training, supervising, as well as performing the work of employees in the general maintenance and upkeep of WHA buildings, grounds, and various equipment, vehicles, mechanical and related systems.

ESSENTIAL FUNCTIONS

1. Plan, supervise, review, and participate in the work of approximately 10 to 20 laborers/custodial staff.
2. Supervise employee work while in progress; review quality of work upon completion. Work includes (but is not limited to) general maintenance and upkeep of WHA buildings and grounds, minor repairs and adjustments to facilities, hot water heaters, plumbing, and minor carpentry repairs.
3. Train staff in use of equipment, maintenance and safety methods, policies, procedures, and techniques; monitor work activities to ensure compliance.
4. Complete detailed performance evaluations for all subordinates and administer discipline as needed.
5. Participate in the development of department goals and objectives, as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; assist with the implementation of approved policies and procedures.
6. Participate in the preparation and administration of the Maintenance Department budget; submit budget recommendations; assist in monitoring expenditures.
7. Maintain production and payroll records; analyze production reports and makes necessary adjustments to ensure that departmental goals and expectations are met.
8. Establish schedules and methods for providing maintenance services; identify resource needs allowing for adequate coverage at all times; maintain appropriate equipment maintenance records.
9. Assist in developing and organizing preventative maintenance and safety inspection programs for all facilities and equipment.
10. Operate equipment including, but not limited to, WHA vehicles, snow equipment, lawn cutting equipment, and power tools which do not require a special license.

11. Perform floor care and refinishing, custodial cleaning, preventive maintenance, grounds and landscape upkeep, snow removal, and apartment turnovers.
12. Perform incidental minor repairs and adjustments to building structures and equipment that do not require the skill and training of a journeyman including, but not limited to, repair and replacement of windows, locks, appliances, electrical facilities, minor carpentry and repairs, occasional minor painting, and maintenance of boiler rooms through minor repairs to boilers, pumps, and other equipment.
13. Other, similar job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

1. Minimum of a two year college degree required;
2. Valid Massachusetts driver's license;
3. Massachusetts Pesticide Certification license preferred, ability to obtain license within one (1) year of hire required;
4. Minimum of three (3) years of experience supervising trades/building/custodial staff;
5. Excellent organizational skills; ability to supervise and schedule work for a staff of 10-20 persons spread across different work locations; ability to multi task;
6. Good written and verbal communication skills; ability to prepare written reports, and maintain detailed, appropriate personnel and maintenance records;
7. Physical ability to perform both heavy and light manual labor.
8. Thorough understanding of and familiarity with the use and maintenance of tools required for minor repairs and adjustments in various trades.
9. Ability to read and understand construction drawings, plans and specifications.
10. Ability to interpret and explain pertinent department policies and procedures.
11. Friendly, calm personality; ability to demonstrate tact and diplomacy under pressure and to establish and maintain effective working relationships with clients, staff, city officials, and outside contractors.
12. Basic computer skills, including using computers, word processing, spreadsheet, and database applications.

ENVIRONMENTAL & PHYSICAL REQUIREMENTS

This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, and may encounter undesirable pests. A WHA employee in this position must be able to meet all of the following requirements:

Environmental Parameters

1. Ability to work in public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas of properties] in all weather conditions.
2. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.

Physical Requirements:

1. Constant (*over 70% of the time*)
 - Repetitive arm/hand movement
 - Eyesight and hearing
 - Bending and twisting at the waist
 - Kneeling and squatting
 - Reaching above shoulder
 - Lifting and carrying 25 pounds
 - Driving/ operating equipment
 - Carrying 5–10 pounds
 - Pulling 5–15 pounds
 - Wearing safety devices, breathing masks, goggles, helmet, gloves

2. Frequently (*30 – 70 % of the time*)
 - Carrying 50 pounds
 - Climbing stairs/ladders
 - Standing/walking
 - Carrying 25-40 pounds
 - Pushing 15–40 pounds
 - Pulling 15–40 pounds

3. Occasionally (*less than 30% of the time*)
 - Sitting
 - Lifting up to 75 pounds
 - Pushing and pulling over 40 pounds
 - Crawling

NOTE:

The requirements for this position is indicative of the capacities needed to satisfactorily perform the duties of the position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The person in this position may be required to perform any other related duties, as may be required.