

**POSITION TITLE:** Supervisor of Trades

**DEPARTMENT:** Maintenance

**STATUS:** Non-Exempt

**SALARY RANGE:** \$32.79 - \$33.50/hour, dependent upon experience

**POSITION SUMMARY:**

Management position responsible for the supervision and productivity of the WHA's skilled maintenance trades work force. Plan and coordinate routine and emergency work order repairs. Initiate, plan and write material and labor specifications for non-routine extra-ordinary building and equipment improvements. Manage and approve the work of sub-contractors including vacate painting, extermination, roof repairs, mechanical, electrical and plumbing repairs and upgrades.

**ESSENTIAL FUNCTIONS:**

1. Manages and supervises a staff of skilled trades people and is responsible for all aspects of their daily work;
2. Develops and oversees corrective and preventive maintenance programs; sees to materials, supplies, labor, and equipment needed to carry out these programs;
3. Inspects facilities and equipment to determine work needs, cost estimates, repair, and replacement projections;
4. Plans, schedules, supervises, and inspects work of the trades workforce;
5. Manages and inspects outside contractors' work for quality, timeliness and attention to specification detail;
6. Trains staff and evaluates performance and productivity;
7. Analyzes, prioritizes, and monitors trades and outside service work orders; oversees labor reporting, materials and service requisitioning;
8. Reviews plans and specifications, attends pre-construction and job meetings;
9. Coordinates work needs, and works with other department operations and contractors;
10. Manages maintenance and modernization projects as assigned;
11. Prepares a variety of reports tracking the progress of work order completion rates and the status of subcontractor activity;
12. Prepares recommendations for extraordinary equipment and building related capital improvements;
13. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. College degree preferred;
2. Construction Supervisors License required;
3. A minimum of ten (10) years of continuous, full-time, progressively responsible experience in the maintenance of commercial, industrial or institutional facilities;
4. A minimum of five (5) yrs. experience supervising building trades staff in residential construction/modernization;
5. Valid, insurable driver's license required;
6. Experience with direct supervision of union employees and organized labor contracts preferred;

7. Must possess a thorough working knowledge of major building systems such as HVAC, sprinkler, plumbing systems, energy management, security and door access, fire alarm and electrical systems. A basic understanding of elevator systems is desirable;
8. Thorough knowledge and understanding of the standard materials, methods and practices of plumbing, electrical, carpentry, plastering, painting, appliance repair, heating, vehicle and small equipment and other skilled trades work;
9. Thorough knowledge of applicable codes, ordinances, OSHA and safe work practices;
10. Ability to read blueprints, write technical reports and specifications, interpret data necessary to detect problems and expedite solutions;
11. Must have a working knowledge of Microsoft Word, Excel and Outlook.

**ENVIRONMENTAL/PHYSICAL REQUIRMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

These positions require working indoors and outdoors in all weather conditions and are subject to heavy and strenuous work. May encounter undesirable pests.

**Environmental Parameters:**

1. Ability to work in a public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas, roofs, outside areas of properties] in all weather conditions [hot, cold, humid, dry and wet].
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, gases, chemicals, dust, grass, weeds and pollen as well as decibels in the range of 30-65

**Physical Requirements:**

1. Constant [ over 70% of the time]
  - a. Repetitive arm/hand movement
  - b. Eyesight and hearing
  - c. Bending and twisting at waist
  - d. Reaching above shoulder
  - e. Lifting and carrying 25 pounds
  - f. Driving
2. Frequent [30-70% of the time]
  - a. Carrying 50 pounds
  - b. Climbing ladders
  - c. Kneeling and squatting
  - d. Standing and walking
3. Occasionally [10-30% of the time]
  - a. Sitting
  - b. Lifting up to 75 pounds
  - c. Pushing and pulling
  - d. Crawling
  - e. Climbing stairs