



**Sean G. Barnicle – Executive Director**  
**Jayne Chen – Deputy Executive Director**

**Jennifer M. Polito – Chairwoman**  
**Kevin P. Flaherty – Vice Chairman**      **Patricia Griffin Starr – Treasurer**  
**Judith A. Langone – Assistant Treasurer**      **Anne White Scoble – Commissioner**

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## **POSITION JOB DESCRIPTION**

**POSITION:                    DIRECTOR OF MAINTENANCE AND MODERNIZATION**

**REPORTS TO:                EXECUTIVE DIRECTOR**

**SUPERVISES:                MAINTENANCE MECHANICS, MAINTENANCE LABORERS,  
MAINTENANCE CLERK, OPERATIONS MANAGER**

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### **PURPOSE:**

This is a highly responsible position in which the incumbent is expected to oversee the Norwood Housing Authority's entire housing portfolio. The portfolio consists of 238 State Elderly/Disabled Housing, 75 State Family Housing, 96 Federal Elderly Housing, and 72 Section 8 New Construction/Substantial Rehab Housing. This position has management responsibilities covering a wide range of duties as enumerated below including the supervision of 9 permanent maintenance employees in their performance of their duties. This position consists of 80% administrative work and 20% maintenance responsibilities.

### **ESSENTIAL TASKS OF THE POSITION:**

- Ensures all units are maintained in compliance with Performance Management Review (PMR), Agreed Upon Procedures, Massachusetts State Sanitary Code, REAC, State and Federal Lead Paint Laws, and all other applicable state, federal and local codes and standards.
- Supervises and directs all maintenance employees in regards to daily/weekly/monthly tasks. Evaluates performance of maintenance employees. Responsible for recommending disciplinary action when appropriate, as indicated in the Rules of Behaviors. Assists the Executive Director in the hiring of maintenance personnel by participating in the interview and evaluation of candidates for employment in the maintenance department. Responsible for daily time sheets of maintenance employees.
- Responsible for the coordination of all immediate responses to emergency calls for maintenance and for response to non-emergency calls in a manner consistent with HUD and DHCD standards. Responsible for receiving calls for maintenance outside of regular hours of operation and for dispatching the appropriate maintenance response.
- Participate in the preparation of the capital needs-assessment and plans. Evaluate data and prepare recommendations regarding agency needs. Responsible for development of authorities' Capital Inventory Plan (CIP), in consultation with the Executive Director and subject to approval by the board of commissioners.
- Prepares maintenance and materials budgets for inclusion in the annual budget.

- Plans and assigns maintenance work to enhance productivity and monitors quality of work to ensure the efficient operation of the maintenance department.
- Inspects and reviews schedules, reports and requests to determine the need for buildings, grounds, and vehicular repair and maintenance work.
- Ability to train others in building maintenance practices and proper safety precautions to be followed in repair and maintenance work.
- Review and approve evaluation plans for Requests for Proposals (RFP) or Request for Qualifications/Quotations (RFQ)
- Review and approve contractual agreements, negotiate amendments and price, and verify contract performance Participates in preparation of and performs final review of applications for funding under federal and state modernization programs. Reviews monthly reports on construction in progress, including reports on funds drawn down and expended.
- Creates, generates, and reviews reports relating to maintenance, including work orders completed and pending, unit turnovers completed, preventative maintenance schedules and worker productivity. Coordinates the preparation of daily, weekly and monthly activities and status reports.
- Attends all monthly Board Meetings. Ensures the completion of all reports on vacancy turnover, work orders and capital projects are prepared and ready for the Board of Commissioners.
- Oversees implementation of State/Federal modernization programs with regard to housing authority properties, buildings, grounds, vehicles and equipment. Such programs shall ensure that the physical assets are maintained in safe and good physical condition, in compliance with applicable codes and regulations, and replaced when their useful life is exhausted.
- Oversees the coordination of REAC and other physical property inspection preparations.
- Oversees the development and implementation of procedures to complete move-in, move-out and annual unit inspections to identify deficiencies, generate and complete work orders; organize maintenance staff to refurbish vacancies and cost out jobs according to authority policy.
- Oversees the assignment of all work orders and ensuring completion in a timely fashion.
- Oversee maintenance related procurement to ensure all requests for proposals, requests for quotes/bids are in compliance with all applicable state and federal rules and regulations. Ensure all contracts are in compliance. Negotiates contracts, and monitors and evaluates contractors in consultation with the Executive Director.
- Oversee the review of requisitions, solicitations of bids and proposals, analyses and recommendations of bid and proposal acceptances, and coordination of price and cost analyses
- Oversee compliance reviews of procurement activities at NHA, including fiscal year end, single-year audits and other annual requirements
- Oversees the updates to the Department of Housing and Community Development's Capital Inventory system
- Oversees the maintenance and materials management, economy measures consistent with agency objectives.
- Oversees the maintenance inventories and fixed assets procedures; including ordering supplies, materials and equipment as required for maintenance functions with the approval of the Executive Director.
- Oversees the development, adoption, and coordination of comprehensive preventive maintenance plan for all authority managed buildings, vehicles and systems. Maintain a regular schedule for daily inspections of property to identify unsafe conditions and assign maintenance staff to correct.

- Oversees the development of plans, cost estimates, and specifications for the work to be done. Reviews cost estimates submitted by outside contractors.
- Oversees the coordination with RCAT (Regional Capital Assistance Team) for the preservation, modernization, and development of the state-aided public housing developments

### **SECONDARY TASKS OF THE POSITION:**

- Performs other duties as assigned that are in keeping with the mission, standards, maintenance requirements of all buildings, grounds, and all such components of the Authority.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- College preferred, but must possess a minimum of a high school diploma with extensive working knowledge in construction management/maintenance.
- 5 years of supervisory experience managing a staff of 4 or more persons, of which at least two years must have been in a management capacity
- 5 years of experience in construction management and/or capital maintenance project oversight, preferably in the affordable/subsidized housing sector
- Experience overseeing construction projects over \$500,000 preferred
- Massachusetts Certified Public Purchasing Official designation (MCPPO) must be obtained within the first year of hire to obtain a satisfactory performance evaluation for continued employment.
- MPHA (Massachusetts Public Housing Administrator) certification strongly preferred
- Valid Massachusetts Construction Supervisor's license preferred
- Must possess a valid driver's license; OSHA 10 certification; must be bondable; must be insurable by the Authority's insurance carriers
- Must have strong working knowledge of hand and power tools, various machine operations, electrical, plumbing, carpentry, engine repair, HVAC, roofing and preventative maintenance.
- Must have knowledge of Massachusetts General Law Chapter 149, 30B, Massachusetts Building Codes and State Sanitary Code as they apply to public and affordable housing.
- Must have strong leadership, organizational and administrative skills, and be able to establish effective working relationships with co-workers, tenants, and vendors.
- Must have working knowledge of Federal Procurement Requirements 2 CFR 200
- Must have substantial knowledge of buildings/grounds maintenance practices and techniques.
- Must be proficient in using and learning computers/software programs, particularly Microsoft Word, Excel, and Outlook. And be willing to train on software specific to the Housing Authority.
- Must be able to perform normal maintenance functions at minimum levels of physical exertion while being able to safely lift items in excess of 80 pounds.
- Ability to communicate clearly and appropriately in speech and in writing in English. Multi-lingual abilities are strongly preferred.
- Ability to read blueprints, drawings, and technical documents.
- Ability to maintain composure under pressure and use independent judgment.

- Ability to maintain confidentiality of private information in all interaction with residents.
- Ability to perform complicated building maintenance tasks of varying difficulty independently.
- Ability to adhere to the federal requirement for a drug-free workplace.
- Recognize and be able and willing to work with individuals of different cultural and economic backgrounds, and participate in a work environment where an individual's differences are valued and appreciated.
- Learn and comply with Norwood Housing Authority rules, standards and program requirements

This position is full-time, 40 hours, from 7:00 a.m. until 4:00 p.m. Monday through Friday. The employee is entitled to a 15-minute break twice a day and a 60-minute un-paid lunch. This individual is entitled to the full benefit package through the Norwood Housing Authority. This includes: Commonwealth of MA Group Insurance Commission Health/ Life / Optional Life / LTD, Delta Dental Dental Insurance, and AFLAC Additional insurance, Tax Deferred Savings, two weeks' vacation, three personal days, 15 sick days annually and 14.5 state/local holidays. The starting salary for this position is \$102,814.40 annually.

*The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.*

The Norwood Housing Authority is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

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Employee Signature

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Date

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Human Resources Signature

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Date

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Executive Directors Signature

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Date