

**Saugus Housing Authority  
Position Available  
Advertisement for Maintenance Supervisor**

The Saugus Housing Authority is seeking experienced and qualified candidates for the position of Maintenance Supervisor. This is a full-time position, 40 hours per week.

**Description and Details:**

This is a working foreman and supervisory Maintenance position to supervise a staff of three (3) full-time, two (2) part-time maintenance employees and to oversee the maintenance function of approximately 312 public housing units. Work duties and responsibilities include supervision of maintenance personnel, scheduling of work assignments, working alongside maintenance personnel in general maintenance duties, oversee modernization projects, conduct, and ensure compliance of procurement procedures, vacant unit turnaround and work order procedures. Receives direct supervision from the Executive Director.

**Minimum Qualifications & Requirements:**

Minimum qualifications include a bachelor's degree in building construction, engineering, construction management, public administration, or a related field, with a minimum of five (5) years of maintenance or modernization experience, of which three (3) must have been in a supervisory or managerial role over a staff of five or more in the public or private housing industry. Equivalent combination of related education and experience may be substituted for the degree. Must be MCPPO certified or willing to obtain within six months of employment. Must have the ability to read and understand blueprints, technical specifications, and engineering drawings. Working knowledge of all building management sub-systems, such as plumbing, heating, gas, electrical systems, etc. is required. Ability to supervise, train, evaluate and motivate others in the specifics of building maintenance and repair. Strong written and verbal skills required. Must possess a valid Massachusetts driver's license and be insurable under the Authority's automobile insurance plan. Our pre-employment selection process includes, but not limited to criminal background checks and employment verification. Salary for this position is \$70,000 to \$80,000 depending on experience with excellent benefits and retirement plan.

Professional experience with Maintenance related computer software programs is required. Must have basic computer skills (MS Word, Excel, and Outlook) and ability to learn other computer software programs as required.

Experience overseeing construction projects over \$100,000. Knowledge of Massachusetts General Law Chapter 149, 30B, Massachusetts Building Codes and State Sanitary Code preferred.

The salary range is \$70,000 to \$80,000.

**How to Apply / Contact:**

Complete job description is available on our website: [www.saugusha.com](http://www.saugusha.com)

Please submit your resume and cover letter of interest to: Laura J. Glynn, Executive Director, 19 Talbot Street, Saugus MA 01906; or, by email to [ljpglynn@saugusha.org](mailto:ljpglynn@saugusha.org)

Preference will be given to resumes submitted by January 31, 2023. Position will remain open until filled.

**The SHA is an equal opportunity/affirmative action employer.**