



Wellesley Housing Authority
109 Barton Road, Wellesley, MA 02481
781-235-0223

TITLE: Maintenance Supervisor

JOB SUMMARY:

This is a skilled supervisory position in the Maintenance Department, requiring the upkeep and repair of 6 State Aided Developments with a total of 233 units. Work involves responsibility for supervising a crew of 3 employees engaged in unskilled and semi-skilled work assignments, and it involves active participation by the employee in the work as well as assignments of all work.

SUPERVISION RECEIVED:

Receives general supervision from the Executive Director and Deputy Executive Director.

SUPERVISION GIVEN:

Provides first-line supervision over a four person maintenance crew, (including self), consisting of maintenance 1 level positions as well as any part-time and/or temporary laboring-type employees as may be utilized from time to time. Work assignments are given to each member of the crew daily, and the employee follows the work closely all through completion. This position also allows the employee to authorize the approval to limited overtime, determine priorities, conduct performance evaluations and administer disciplinary measures, if necessary.

PRINCIPAL DUTIES:

1. Assign daily work and Work Orders to personnel and supervise the completion of work. Responsible for coordination of the maintenance of the buildings and grounds of the Authority.
2. Work performed covering such areas as carpentry, painting, plumbing, janitorial work, heating and grounds keeping at a level slightly below that of a journeyman.
3. Oversee the operation and maintenance of a variety of mechanical equipment/tools, such as power mowers, plows, fleet vehicles, snow blowers, power saws, etc.
4. Analyze maintenance/repair needs on a continuing basis and recommend remedial action to workers as well as senior WHA management. Oversee and maintain proper inventory of materials and supplies.
5. Oversee the work performed by contractors under trade contracts as well as other vendors, and report on conformance or non-conformance within prescribed requirements. Arrange for outside contractors as necessary.
6. Maintain records of all work performed by crew, including labor, equipment, materials, and supplies used by the crew.
7. Train subordinates in skills needed to perform work assignments.
8. Inspect boiler rooms and heating apparatus to ensure sound operating condition.
9. Performs other duties relating to Housing Authority operations as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Requires knowledge of the types of equipment and tools commonly used in building and grounds maintenance.
2. Requires skill in use of equipment and tools commonly used in buildings and grounds Maintenance.
3. Ability to supervise the work done by subordinates.
4. Ability to train others in building maintenance practices
5. Have a working knowledge of proper safety precautions to be followed in repair and maintenance work.
6. Have a working knowledge of practices and methods used in plumbing, painting, carpentry, heating, and electricity.
7. Have a working knowledge of building and State Sanitary codes applicable to housing.
8. Have the ability to read and understand blueprints, technical specifications and engineering drawings.
9. Have the ability to plan and coordinate a maintenance work program, and to carry out work programs to completion.
10. Requires substantial knowledge of building/grounds maintenance practices and techniques.\The ability to lift heavy objects at least 50 lbs. unassisted.

TRAINING/EXPERIENCE:

- This job requires substantial work experience in building maintenance, a portion of which ideally has been in a supervisory or team leader role. Knowledge of business math, report writing, computer operation, and one or more of the building trades would be helpful.
- Good physical health is essential.
- Must have a valid Massachusetts driver's license and be insurable under the Authority's program.
- Must have legal status to work in the United States and Massachusetts in particular.

The Wellesley Housing Authority is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

If interested please submit a resume, and cover letter via email to Alison Morneault, District Housing Manager at alison@wellesleyhousing.org. The submission deadline is January 2, 2026.