

Director of Maintenance and Modernization

General Description:

The Director of Maintenance and Modernization is an administrative position that works closely with the Executive Director to oversee all maintenance, modernization and inspection activities for the Ipswich, Hamilton and Salisbury Housing Authorities. The portfolio includes 387 units of public housing and 3 group homes located across multiple sites. The position supervises 6 permanent maintenance employees in the performance of their duties.

The candidate must be willing to frequently travel between Ipswich, Salisbury and Hamilton. The position requires a skilled working knowledge of all maintenance crafts and trades. The position requires administrative knowledge of work order delivery systems, including record keeping, ability to order materials and supplies, knowledge of inventory record keeping, time cards and employee relations. Must exhibit strong leadership skills. Knowledge of requirements under the Performance Management Review, Agreed Upon Procedures and REAC preferred.

The position is responsible for ensuring that the buildings and grounds are safe and in good physical condition and that any deficiencies are corrected in a timely and effective manner. The candidate is responsible for the management of all modernization and improvement projects. The candidate must have experience overseeing construction projects over \$500,000. Knowledge of Massachusetts General Law Chapter 149, 30B, Massachusetts Building Codes and State Sanitary Code preferred

The candidate must attend three monthly board meetings and provide a report on vacancies, work orders and capital projects to the Board of Directors for each Housing Authority.

The candidate must have: OSHA 10 certification; valid vehicle operator's license; must be bondable; must be insurable by the Authority's insurance carriers; must consent to a Criminal Offender Record Information (CORI) check.

The preferred candidate will have 5 years of experience in construction management and/or capital maintenance project oversight, preferably in the affordable/subsidized housing sector; plus an advanced degree (BA or higher) in a related field. Must have 5 years of supervisory experience, of which at least two years must have been in a management capacity.

Position is a 40 hour work week Monday - Friday. Salary range \$85,000 - \$95,000.

A full job description is available at www.ipswichhousingauthority.com. Please send a resume and cover letter to kate@ipswichhousing.com. Faxed or mailed applications not accepted. Equal Opportunity Employer.

Full Job Description – Director of Maintenance and Modernization

Principal Responsibilities:

1. Ensures all units are maintained in compliance with Performance Management Review, 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.
2. Oversees implementation of modernization program 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.
3. Supervises all maintenance employees. Evaluates performance of maintenance employees. Responsible for recommending disciplinary action when appropriate. 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.
4. Plans and assigns maintenance work to enhance productivity and monitors quality of work to ensure the efficient operation of the maintenance department. Responsible for generating, assigning and closing out of all work orders in a timely fashion.
5. Ability to train others in building maintenance practices.
6. Working knowledge of proper safety precautions to be followed in repair and maintenance work.
7. Working knowledge of building and housing codes, generally applicable to public housing.
8. Ability to plan and coordinate a maintenance work program and to carry out work programs to completion.
9. Substantial knowledge of buildings/ grounds maintenance practices and techniques.
10. Develop and implement procedures to complete annual, move-in and move-out unit inspections to identify deficiencies, generate and complete work orders; organize maintenance staff to refurbish vacancies and cost out jobs according to authority policy.
11. Responsible for immediate response 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.
12. 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.

13. 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.
14. Recommends maintenance and materials management economy measures consistent with agency objectives. Oversee maintenance inventories. Order supplies, materials and equipment as required for maintenance functions with the approval of the Executive Director.
15. Prepares maintenance and materials budgets for inclusion in the operating budget.
16. Develops, adopts, and coordinates the implementation 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.
17. Inspects and reviews schedules, reports and requests to determine the need for buildings, grounds, and vehicular repair and maintenance work. Develop plans, cost estimates, and specifications for the work to be done. Reviews cost estimates submitted by outside contractors.
18. 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.
19. 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.
20. Attends all monthly Board Meetings. Prepares reports on vacancy turnover, work orders and capital projects for presentation to the Board of Directors.
21. Maintains confidentiality of private information in all interaction with residents.
22. Performs other related tasks as assigned by the Executive Director.