

Director of Maintenance and Modernization

The Needham Housing Authority is seeking an energetic and dependable candidate to assume the lead role in our Maintenance Department as The Director of Maintenance and Modernization. This is a highly responsible position in which the incumbent is expected to oversee the Needham Housing Authority's entire housing portfolio of 296 units. The portfolio consists of 152 State Elderly/Disabled Housing, 90 Federal Family Housing, 46 Federal Elderly Housing, and 8 units, (1 building), of State Chapter 689 Housing. This position has management responsibilities covering a wide range of duties including the supervision of 4 permanent maintenance employees in their performance of their duties. Knowledge of Massachusetts CAPHUB and HUD Capital Fund Program desired.

The ability to lift items up to 75lbs is required. A valid Massachusetts driver's license is also required. Incumbent will be required to obtain a MCPPO (Massachusetts Certified Public Purchasing Official) designation within two years of hire. A full job description is available on the NHA website. (www.needhamhousing.org) This is a 40-hour position with benefits. The starting salary for this position is \$85,000.00. Resume and Cover Letter should be submitted before 4:00pm on Wednesday March 15, 2023 via email at smerritt@needhamhousing.org or by mail to:

Needham Housing Authority
Attn: Stephen Merritt – Interim Executive Director
21 Highland Circle, Suite 10
Needham, MA 02062

Satisfactory Criminal Offender Record Information report, (CORI), and pre-employment physical are conditions of employment. EEO/AAE