

Posted: October 24, 2023

Revere Housing Authority

Title: Director of Maintenance & Modernization

**Description:** This is a highly responsible position charged with undertaking all aspects of the Authority's state and federally funded public housing maintenance, capital, and modernization programs. The incumbent who works under the general supervision of the Executive Director provides oversight of the maintenance staff, prepares preventative and routine maintenance schedules, orders supplies and equipment, and works with state and federal authorities. In addition, the incumbent consults with and advises the Executive Director in the planning, design, construction, and close-out of all modernization related projects. Key tasks include identifying and prioritizing capital needs, managing design and construction contracts, ensuring regulatory and bidding compliance, member of Procurement Committee, oversight of the day-to-day maintenance of all Revere Housing Authority property, interfacing with staff, residents, and regulatory partners. Full time. Directs a staff of up to 20.

**Qualifications:** A minimum of five (5) years' experience in maintenance, construction, supervision of construction, and administration of modernization program in a public housing authority or related activities is preferred. Experience with state and federal procurement regulations, laws, and practices. Knowledge of Massachusetts construction regulations/codes and generally accepted construction and trade practices. Must be able to obtain MCPPO certification within one year of hire. Ability to work independently and to set and prioritize workload. Excellent interpersonal and negotiation skills, excellent organization, communication, both oral and in writing, and experience in managing multiple projects. Five (5) years of experience in supervision of employees, including 24/7 scheduling of personnel, daily work order/job assignments and routine maintenance of all properties. Two years' experience may be substituted with a Bachelor's Degree in Real Estate Development, Architecture, Engineering, or Construction Management, or a related field. A current valid driver's license is required.

**Instructions:** Please mail resume and cover letter to Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 Attn: Rosa Garbarino, Administrative Assistant/Bookkeeper or email resume and cover letter to rgarbarino@revereha.com. This position will remain open until filled. The RHA is "An Equal Opportunity/Affirmative Action Employer"

Work 37.5 Hours a week.

Salary: \$95,000 - \$105,000 per year

Location: Revere Housing Authority