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## **FACILITIES MANAGER**

### Summary of Position Responsibilities:

To provide supervisory direction for semi-skilled and unskilled maintenance personnel. Supervises the work order and inventory control system for daily maintenance program. Works directly with Maintenance Supervisor in preparing, developing, coordinating, and monitoring the agency's maintenance program. A major emphasis is on supervising a preventative maintenance program. Diagnose maintenance problems and provide technical instruction to maintenance staff for safe, cost effective and timely repair and maintenance of the agency's housing stock. A major emphasis is on preparations for re-occupancy of vacated units.

### Description of Supervision/Supervisory Responsibilities:

The Assistant Facilities Manager is approved by the Executive Director and works under the general supervision and direction of the Facilities Manager.

### Essential Functions of Job:

Supervises and coordinates activities of personnel engaged in carrying out maintenance function

- Supervises workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments to plan daily maintenance activities.
  - Assigns specific duties to personnel, and special projects, considering individual knowledge and experience.
  - Supervises and approves system of work orders, resident charges, purchase orders, inventory and other records prepared by personnel for clarity, completeness, accuracy, and conformance with maintenance policies
  - Plans or conducts orientation and training of site personnel.
  - Coordinates leave requests, assists in appraisal of personnel performance, and recommends commendations and disciplinary actions.
- A. Diagnoses problems and provides technical guidance to assigned employees for the safe, cost-effective, efficient, and timely maintenance of agency's housing stock. Supervises and coordinates work order and inventory control systems for effective support services for maintenance function
- Supervises the on-going work of maintenance crews preparing vacated units for re-occupancy
  - Supervises all snow-removal processes with maintenance crew
  - Performs quality control inspections of all sites and maintenance work

- Coordinates the acquisition of supplies, materials, equipment, and personnel in unit preparation with the Maintenance Supervisor
  - Maintains or exceeds level of productivity in unit turn-around consistent with agency goals
  - Coordinates with resident selection function in maintaining a timely and effective vacancy ledger
  - Supervises and coordinates cyclical painting program
  - Schedules and assigns maintenance personnel in coordination with Property managers in maintaining clean and safe common areas and grounds
  - Assists Facilities Manager in developing long-term preventative maintenance plans.
  - Supervise or provide coverage for 24-hour emergency maintenance services
  - Prepares documentation/specifications for competitive bidding for all agency maintenance supplies, materials and equipment
  - Plans anticipated needs for materials and supplies in support of field maintenance activities
  - Approves all over-the-counter purchases, according to agency policy
- B. Assists in the development, coordination and monitoring of the buildings and grounds
- Assists with specifications and data for inclusion into grants and possibly contractual agreements
  - Review and make recommendations for improved building maintenance materials, equipment, and techniques
  - Incorporates improvements, repairs from regular maintenance and preventive maintenance program into the modernization program
  - Inspects Work performed by contractors and reports findings to the Facilities Manager
  - Reviews and makes recommendations relative to energy conservation
- C. Implements and supervises a comprehensive preventative maintenance program
- Designs and supervises a preventative maintenance program for agency's housing stock, equipment, and control systems
  - Arranges for work orders, contracts, and outside vendors to address all preventative maintenance requirements
  - Maintains an automated system and schedule for the inspections of all fire alarms, back-up generators, elevators, heating, ventilating, air conditioning, extermination and all other control systems of housing stock including boilers
  - Arranges for the follow-up repairs and adjustments resulting from preventative maintenance and inspectional systems
  - Prepares periodic reports resulting from inspections

Education and Experience/Other Requirements:

- High school diploma or equivalent education/experience level required
  - Vocational/Industrial Arts education or equal experience level required
  - Bachelor's degree in related field preferred
  - Must have or able to acquire within one year of employment an MCPPO certification
- A. EXPERIENCE IN RELATED FIELD:
- 3-5 years practical experience in the maintenance and upkeep of public housing facilities
  - 1-2 years' experience in supervision preferred
  - Ability to supervise employees and to schedule work tasks daily

- Working knowledge of all building management sub systems, such as plumbing, heating has electrical systems, etc.
- Knowledge of the types of equipment and tools commonly used in buildings and grounds maintenance
- Ability to train subordinates in building maintenance practices
- Working knowledge of building and housing codes, appropriate safety precautions and basic plumbing carpentry, heating, and electrical work
- Ability to read and understand blueprints, technical specifications, and engineering drawings
- Ability to plan and coordinate an ongoing maintenance work order, inventory, and maintenance preventive program
- Skill in the use of machinery, equipment and tools commonly utilized in the upkeep, maintenance, and repair of public housing property
- Ability to work closely with the property managers and staff
- Ability to work in goal-driven working environment responding to goals and other agency objectives

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assistant Facilities Manager:

This is a maintenance in the field and office-based job in a dynamic municipal office. While performing the duties of the AFM, the employee is required to: interact and communicate frequently with the residents of THA, other team members and/or third parties transacting business with the Authority; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to work beyond normal business hours approximately including evenings.