

**BUILDING MAINTENANCE SUPERVISOR/RHA
(Rochester Housing Authority)**

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory and administrative position involving responsibility for the safe, efficient and economical operation and maintenance of Rochester Housing Authority (RHA) buildings, in accordance with federal Housing and Urban Development rules and regulations. Work is performed under general supervision. Immediate supervision is exercised over subordinate staff. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Supervises, assigns, schedules and prioritizes assignments to meet criteria of Public Housing Assessment System (PHAS) for superior performance goals;

Orders supplies and equipment required to maintain inventory and for projects;

Plans, directs and demonstrates techniques for minor plumbing, electrical, carpentry and painting repairs;

Works with management to address disciplinary problems, resolve grievances and other labor relations issues related to a unionized environment;

Plans and oversees maintenance staff training;

Reads and interprets blue prints and schematics;

Implements and enforces safety policies through regular inspections of facilities and equipment;

Trains and counsels staff in safety practices and meets regularly with them to address concerns;

Prepares work order reports, vacancy turnaround reports and budget expenditure reports for management;

Prepare operations budget estimates for normal maintenance and special project needs;

Prepare bid specifications for projects to be completed by outside contractors and work with contractors to insure that work is done in compliance with contract requirements;

Assists in the development of policies and procedures concerning building maintenance.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge building operations, maintenance, and cleaning practices, supplies and equipment;

Knowledge of safety procedures;

Skill as a general mechanic and ability to critically inspect the work of tradesworkers;

Ability to instruct and demonstrate standard work procedures and methods of building maintenance tradeswork;

Ability to interpret blue prints, schematics, sketches and specifications from technical plans;

Ability to develop and implement policies and procedures for building operations and maintenance;

Ability to plan and supervise work;

Ability to review employee performance and write annual performance appraisals based on assignment completion, accuracy, and timeliness;

Ability to develop cost assessments of building maintenance tasks and projects;

Ability to use a computer for word processing and spreadsheets;

Ability to plan and supervise the work of others in a union environment;

Knowledge of day to day maintenance and operations of scattered site housing, project housing and high-rise dwellings within a public housing setting;

Ability to communicate effectively with tenants and residents regarding maintenance issues and concerns;

Building Maintenance Supervisor
RHA-pg. 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively with contractors and suppliers of goods and services for the Rochester Housing Authority;
- Ability to develop bid documents and specifications for the procurement and maintenance of specialty equipment and projects within HUD guidelines;
- Familiarity with HUD rules and regulations governing property maintenance, inspections procedures and supporting documentation;
- Ability to develop and adhere to maintenance operations budgets;
- Ability to communicate effectively to resolve difficult situations with contractors and maintenance personnel in areas related to hiring, discipline, termination, union grievances and other personnel actions.

MINIMUM QUALIFICATIONS:

Three (3) years of supervisory experience.*

PLUS I, II, or III

- I. Six (6) years of experience in building maintenance operations performing skilled work in at least one of the following skilled trades: electrical, mechanical, plumbing, heating.

OR

- II. A.A.S. degree in Construction Trades or related field plus four (4) years of experience as described in I.

OR

- III. B.S. degree in Construction Technology or related field plus three (3) years experience as described in I.

* Supervisory experience obtained concurrently with building maintenance operations experience will be counted.

Special Requirement: Possession of a valid Class D Motor Vehicle Operator's license at time of appointment. This license must be maintained throughout employment in this position.

ADOPTED: JULY 24, 2003

REVISED: DECEMBER 18, 2003

BRACKET CHANGE: 4/05