

**HOUSING AUTHORITY OF THE
COUNTY OF MONTEREY**

MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, plan and coordinate the day-to-day execution of maintenance, repair and construction activities associated with Authority buildings, grounds, facilities and equipment; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Director, Housing Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Housing Management.

Exercises direct supervision over maintenance staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate the organization, staffing and operational activities for assigned maintenance, repair and construction services associated with Authority buildings, grounds, facilities and equipment.
2. Direct, coordinate and review the work plan for assigned maintenance services; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
3. Plan and schedule a variety of preventive maintenance programs including both exterior and interior housing units and associated systems.
4. Inspect vacated dwellings and ensure their readiness for occupancy; inform Housing Managers of completion of maintenance work.
5. Review, plan, organize and assign all incoming work orders; follow up on work orders to assure their completion.
6. Determine all items needed for maintenance functions; ensure that maintenance inventories are sufficient to allow timely repair and maintenance.
7. Conduct periodic inspections of Authority buildings, facilities and grounds to assure appropriate maintenance and repair activities.
8. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

HOUSING AUTHORITY OF THE COUNTY OF MONTEREY

Maintenance Supervisor (Continued)

9. Participate in the development and administration of assigned budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Essential Functions:

10. Coordinate maintenance activities with those of other divisions and outside agencies and organizations.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a maintenance program.
Methods, techniques, tools and equipment used in repair and maintenance functions.
Modern and complex principles and practices of maintenance inspections.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Supervise, plan and coordinate the day-to-day execution of maintenance, repair and construction activities.
Plan and schedule a variety of preventive maintenance programs.
Determine all items needed for maintenance functions.
Conduct periodic inspections of buildings, facilities and grounds.
Interpret and explain Authority maintenance policies and procedures.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible building maintenance inspection experience including two years of administrative and supervisory experience.

**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
Maintenance Supervisor (Continued)**

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in a building trade, construction technology or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

INSURANCE

Be insurable by the Housing Authority's insurance carrier.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

(maintsup.doc)

Approved: 4/24/00