

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW JOB POSTING

January 29, 2025

- 1) POSITION TITLE: **Maintenance Supervisor (Exempt)**
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m., or
8:00 a.m. until 6:30 p.m.
Monday through Thursday (Fridays off)
- 3) MINIMUM SALARY: \$2,295.20 biweekly, which is \$59,675.20 annualized.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED EMPLOYEES INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org; or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

MAINTENANCE SUPERVISOR

Huntsville Housing Authority is seeking a Maintenance Supervisor. Under the general direction of the Property Manager, performs the corrective and preventive maintenance of rental housing units and related areas and grounds. Performs highly responsible technical work in the installation, operation, and maintenance of complex central air conditioning, heating, and ventilating systems. Supervises staff of field maintenance group, appliance repair, preventive and electrical maintenance groups, and helpers who perform routine and repair work in the buildings owned by Huntsville Housing Authority. Must have a high school diploma or GED, with three years of experience in building maintenance, construction work, or related field; or any combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Must possess and maintain a valid driver's license and have a good driving record. Minimum salary: \$2,295.20 biweekly, which is \$59,675.20 annualized.

For a complete position description and application, please visit our website at www.hsvha.org; or obtain an application from 200 Washington Street.

Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.

**Drug/Alcohol/Smoke-Free Workplace
EOE Employer.**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Maintenance Supervisor
Department: Public Housing Operations
Grade: 31
FLSA: Exempt

POSITION SUMMARY: Under the general direction of the Property Manager, performs the corrective and preventive maintenance of rental housing units and related areas and grounds. Performs highly responsible technical work in the installation, operation, and maintenance of complex central air conditioning, heating, and ventilating systems. Supervises staff of field maintenance group, appliance repair, preventive and electrical maintenance groups, and helpers who perform both routine and repair work on the buildings and automotive vehicles owned by Huntsville Housing Authority. Such work may entail installing new systems in the electrical, mechanical, HVAC, plumbing, and all other related building systems. Also supervises and coordinates activities of workers engaged in keeping Huntsville Housing Authority (HHA) buildings and grounds in clean and orderly condition and in maintaining and repairing buildings. Responsible for pest control, custodial services, and automotive and equipment repair and service.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Plans, schedules, instructs, supervises, performs, and inspects all corrective and preventive maintenance executed on public housing units, related areas and grounds and building custodial services, pest control, carpentry, and automotive.
2. Supervises employees responsible for weed control, mowing lawns, trimming hedges and trees, raking leaves, any outside landscape, and custodial work in and around HHA buildings.
3. Responsible for monitoring the work of contractors who provide services for HHA.
4. Schedules, coordinates, and supervises a comprehensive painting program involving painters engaged in exterior and interior painting. Estimates materials, supplies, and labor needs; studies new painting techniques and materials; assists in establishing painting program performance standards; supervises on-the-job training of employees; prepares work orders, costs, and progress reports; keeps records of time and materials, and makes recommendations for the preparation of specifications and selection of paints and supplies.

Position Title: Maintenance Supervisor

ESSENTIAL FUNCTIONS (Continued):

5. Supervises and works with technicians in the installation and maintenance of complex air conditioning, heating, and ventilating equipment, and automotive vehicles. Consults with manufacturers for solutions of unusually complex or difficult repair and installation problems. Also, consults with outside contractors regarding design, alteration and repair, and purchase recommendations of mechanical equipment.
6. Conducts apartment inspections and assesses resident charges and damages.
7. Maintains controls and inventory over materials and supplies not stored in the warehouse.
8. Ensures that employees operate within the scope of the Huntsville Housing Authority's policies. Ensures that all systems are maintained and operated within the guidelines of occupational hazards and safety precautions. Submits written reports of work completed and progress reports on specific assignments.
9. Checks generators, overhauls motors, cleans and adjusts voltage regulators in temperature records, calibrates pressure gauges, meters, and similar devices.
10. Inspects infested buildings to identify pests causing damage and to determine necessary treatment.
11. Supervises employees responsible for vacancy prep.
12. Trains new employees in related maintenance fields.
13. Develops and maintains effective relationships with residents, other maintenance employees, staff, and contractors.
14. Regular attendance and punctuality are essential.

OTHER RESPONSIBILITIES:

1. Performs other work-related duties as assigned.
2. Cross trains with other maintenance staff to ensure continuation of work if staff is absent.
3. Documents and reports to the Property Manager any problems.
4. Works with the Property Manager to establish work-related goals and tasks for the department.

Position Title: Maintenance Supervisor

OTHER RESPONSIBILITIES (Continued):

5. Accomplishes maintenance objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
6. Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High school diploma/GED supplemented by college level or vocational training courses. A minimum of five years' extensive maintenance supervisory experience; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Ability to read and work from blueprints and/or shop manuals. Basic knowledge of building codes and standard construction and maintenance practices as related to, but not limited to, the following areas: carpentry, plumbing, plastering, painting, electricity, masonry, welding, automotive and equipment repair, and cement finishing. Skillful in operation and care of machinery, tools, and vehicles.
3. Knowledge of basic turf practices such as aerification, drainage, fertilization, pest control, and mowing.
4. Knowledge of chemical solutions or toxic gases and mechanical traps used to kill pests that infest buildings and surrounding areas; knowledge of measuring inside dimensions and calculating volume of fumigant required; examining porosity of walls and roofs, based on knowledge of construction techniques to determine methods required to seal structure, if required.
5. Must be proficient in carpentry skills and the use and care of all the tools of the carpentry trade.
6. Must be able to build, repair, and install cabinets, floors, doors, screens, and household accessories.

Position Title: Maintenance Supervisor

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

7. Thorough knowledge of the equipment, methods, practices and materials involved in safe and efficient operation, maintenance, and repair of all types of air conditioning, heating, and ventilating systems. Considerable knowledge of the occupational hazards and safety precautions of the work.
8. Ability to advise and instruct on complex repair and installation procedures and problems.
9. Ability to read, interpret, and instruct staff regarding plans and drawings of machinery and mechanical equipment.
10. Ability to maintain records and submit written and verbal reports of equipment installation, repair, and maintenance activities. Ability to understand and follow general written and oral instructions, and ability to carry out assignments independent of direct supervision.
11. Must possess strong written, verbal, analytical, and interpersonal skills.
12. Must possess a valid driver's license, a good driving record, and must be insurable by the Housing Authority's vehicle insurance company.
13. Must possess, or within one year from date of hire possess, a State Certificate of Master Gas and Pipe Fitter or Electrician. State certification in HVAC preferred.
14. Must have the physical ability to lift up to 100 pounds, to bend, stoop, squat, and to work in adverse weather conditions.
15. Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of Fair Housing exam required by Director of Public Housing Operations.
16. Must complete Sexual Harassment training annually and demonstrate proficiency in Sexual Harassment laws and requirements through successful passage of Sexual Harassment exam required by Director of Public Housing Operations.