



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

MANAGER OF MAINTENANCE

Date Posted: 03/24/2021

Department: Asset Management

Job Type: Regular/Full-time

Annual Salary Range:

Internal Deadline: 04/03/2021

Reports to: Director of Asset Management

FLSA Code: Exempt/Salaried

Minimum:

General Definition of Work

Performs complex advanced technical work planning, directing, and supervising the maintenance of all Authority housing stock, office facilities, and private management entities. Prepares and monitors long-range plans for facilities maintenance. Prepares monthly budgets, variance reports and performance tracking systems. Work is performed under the general direction of the Director of Asset Management. Departmental supervision is exercised over all personnel within the department. The department's staffing pattern includes: Foremen, Maintenance Mechanics, Maintenance Aides, Janitorial staff, and temporary Maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Plans, directs, and manages the operations of maintenance functions of the organization; develops and implements goals, objectives, and priorities of the maintenance department; monitors departmental functions and evaluates performance; participates in the development of the department budget.
- Supervises maintenance employees; plans, assigns, and reviews work; maintains standards, acts on employee issues; selects new employees in collaboration with the Director of Asset Management and Human Resources; evaluates employee performance; recommends promotions or discipline in conjunction with the collective bargaining agreement and PCC's Personnel Policy.
- Develops and implements maintenance plans for all housing communities; develops work programs, schedules, and budget estimates; prepares technical specifications and project scopes; oversees employees and contractors completing the work specified; prepares progress reports of program.
- Plans, develops, and oversees long-range preventive maintenance programs; prepares technical specifications; monitors progress toward goals; oversees employees and contractors involved in completion of work. Creates Annual Landscaping & Snow and Ice Removal Plan.
- Estimates costs of providing maintenance services for larger projects internally versus contracting out; determines best use of staff and equipment. Develops and recommends maintenance operating budget; prepares forecasts for future funding for staffing, equipment, materials, and supplies. Works closely with the Modernization department and Foreman to identify site needs for 5-Year and Annual Plan.
- Maintains work order system; reviews incoming work orders; coordinates job assignments; inspects completed work; provides technical advice.

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- Manages purchasing and warehouse functions for maintenance equipment and supplies; reviews inventory levels; approves purchase orders; reviews and approves invoices for payment.
- Coordinates, schedules, and audits vehicle maintenance repairs to include preventative, mechanical and electrical repair to tractors, trucks, and trailers. Prioritizes and assigns work to meet customers' needs. Ensure quality, compliance, and safety of company's assets. Prepares reports of maintenance activities, status of work orders, and other reports as required. Assists with ensuring all sites meet the standard PHAS scoring and coordination of required inspections to include but not limited to UPCS and REAC.
- Represents the Authority at meetings with private and public entities to include unions, contractors, and residents, as necessary. Assists Director of Asset Management and/or Executive Staff in all aspects of the Authority's administration as needed. Must be able to respond to after hour emergencies as needed. Approves payroll in ADP for Department and assists Director of Asset Management/ HR with scheduling & conducting training sessions for department. Monitors overtime issuance and exception sheets.
- Performs all other duties as requested.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public housing and affordable housing short and long term maintenance programs; comprehensive knowledge of Federal and State regulations governing public housing activities; thorough knowledge of budget development and administration processes; thorough knowledge of maintenance and construction methods and procedures and building materials and systems; thorough knowledge of techniques and skills associated with electrical, masonry, carpentry, plumbing, and related trades; thorough knowledge of inventory control practices; thorough knowledge of office equipment, and related hardware and software; thorough knowledge of mission-specific software; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to plan and direct and coordinate the work of subordinates; ability to establish and maintain effective working relationships with associates, vendors, consultants, contractors, and the general public.

Education and Experience

Bachelor's Degree in Public Administration, Urban Development, Business, or related field required. Education requirement may be substituted for ten years' experience in maintenance, contract, and construction administration and oversight. Demonstrated skills in contract negotiation, maintenance supervision and budget management. Extensive experience in building maintenance, construction management, or equivalent combination of education and experience.

Must become a Certified Manager of maintenance within three (3) months of employment. Must demonstrate an ability to improve PHAS (Physical Housing Assessment System) scoring within six (6) months of employment. Must have knowledge of HUD regulations related to housing management and knowledge of mechanical systems sufficient to coordinate maintenance priorities. Must have the ability to listen and communicate with a diverse group of individuals. Excellent communication skills both verbal and written required. Must be computer literate with proficiency in MS Office. Knowledge of YARDI Housing Management software is a plus. Bilingual in Spanish and English, preferred but not mandatory. Knowledge of office computer software including Internet and E-mail systems.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating

motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Connecticut.

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