



The Housing Authority of the City of San Buenaventura  
**EQUAL OPPORTUNITY EMPLOYER**

Maintenance Manager  
Biweekly Salary \$2,667.87 – \$3,331.81

DEFINITION:

This position that will be responsible for planning, organizing, supervising, reviewing, and evaluating the work of maintenance staff and contractors involved in the maintenance and repair of Housing Authority and tax credit buildings and facilities. The position oversees the full range of facilities maintenance duties required to ensure that Housing Authority and tax credit partnership properties infrastructure, systems, and facilities are maintained in a safe and effective working condition.

JOB CHARACTERISTICS:

The position reports directly to the Sr. Property Manager and works independently, and will plan and supervise the work assignments of all requests for repairs, and all maintenance tasks generated. Establish priorities and work schedules for maintenance personnel, and may receive complaints originating from tenants, staff at the properties or HUD. Give special instructions to maintenance personnel, and provide assurances that the prerequisite for high-quality maintenance are maintained in accordance with those established by the Agency and/or managing agent. Maintain accurate records utilizing work orders, and will maintain and prepare job cost reports, and hour and job standard performance reports.

The position is responsible for planning, organizing, and assigning tasks, and making changes in work loads as needed. They may also reassign staff to expedite production schedules and is responsible for delays and back log of deferred maintenance; consults with residents and communicate with Asset Managers and/or managing agent when additional staff is needed or disciplinary action is required pertaining to maintenance personnel. Performs skilled and semi-skilled work in trade and building maintenance related fields as required to complete works orders and properly maintain the site.

ESSENTIAL FUNCTIONS STATEMENT- *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and or skills required. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions. Essential duties may include but are not limited to the following:*

1. Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.
2. Assists maintenance technicians and other supervisors with building security for the purpose of ensuring the integrity and operational order of locks, doors, and windows.
3. Collaborates with internal and external personnel (e.g. supervisors, auditors, public agencies, community members, construction managers, architects, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.

4. Develops a preventative maintenance program for the purpose of ensuring all properties are maintained in a safe and working condition.
5. Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
6. Directs department operations (e.g. budgeting, safety programs, site repairs/construction, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
7. Facilitates and participates in meetings, seminars and workshops, etc. for the purpose of identifying issues, gathering information required to perform functions, developing recommendations, conveying and supporting staff, and serving as an agency representative.
8. Monitor work load and backlog via the computerized work order system to assure timely completion of emergency and routine repairs.
9. Inspects all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
10. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
11. Delegate and assign tasks to subordinates and other employees assigned to the site as needed and perform periodic inspections to assure quality control.
12. Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
13. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
14. Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the agency's goals and objectives.
15. Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of agency wide services.
16. Assists in the design, engineering, construction, and field inspection processes for Capital Improvement, new construction and renovation projects to ensure contractors' compliance with Agency expectations and industry standards; acts as a contact and/or escort to vendors and contractors, attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
17. Provides or recommends training for employees in work methods, use of tools and equipment, and relevant safety precautions; models safe work methods.
18. Responds to complaints and answers questions from public or escalates to management, as necessary.
19. Maintains and manages agency's motor pool ensuring all vehicles are clean and to include, regular maintenance and repair scheduling logs, GPS tracking and quarterly physical inspections of vehicles, and take steps to ensure subordinates act similarly.
20. Maintains accurate computerized logs and all records of work performed and materials and equipment used; prepares reports as required and directed. Manage on-site inventory to assure adequate, appropriate and accurate control and security.
21. Manage department procurement procedures. Develop Invitation for Bid (IFB) specifications, submit bid notifications, and evaluate submissions for all service contracts, and approve vendors/contractors.
22. Be available during Agency business hours to meet client needs, coordinate with co-workers, oversee contract workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

QUALIFICATIONS:

Knowledge of:

- A sound working knowledge of the principles and practices of budget development, business and personnel administration and management.
- Management skills, and personnel process.
- Maintenance planning and administration.
- Carpentry and building maintenance and safe operation of basic hand and power tools.
- Algebra and/or geometry.
- Review and interpret highly technical information.
- Appliance maintenance and repair.
- First Aid/CPR and workplace safety, and safe lifting and handling procedures.
- Building maintenance and inspection procedures.
- Mechanical, plumbing, heating, ventilation, oil burner systems, and electrical systems and a variety of job-related equipment.
- Applicable codes, policies, and/or regulations.
- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Modern office procedures, business mathematics application, and statistical recordkeeping methods.
- Operation of standard office equipment.
- Basic organization, rules, and regulations.

Ability to:

- Work as a team leader with a significant diversity of individuals and/or groups.
- Communicate with residents as necessary to assure optimum customer service and satisfaction.
- Facilitate communication between persons with frequently divergent positions.
- Perform problem solving with data frequently requiring independent interpretation of guidelines.
- Work with detailed information/data and maintain accurate records.
- Work under pressure and with minimum supervision as necessary.
- Maintain the mental capacity to make sound judgments and the physical capacity to effectively perform the duties as assigned.
- Negotiate and manage contracts with outside vendors.
- Compose clear, complete, accurate and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines and changing work priorities.
- Work with a high degree of self-motivation and initiative and create action plans.
- Deal diplomatically and sensitively with clients, other agency representatives, local community agencies, law enforcement personnel, and the general public.
- Maintain the utmost confidentiality of all information.
- Understand and implement oral and written instructions, and make sound decisions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various Windows-based applications and related programs, including standard, as well as proprietary software.

#### EDUCATIONAL/CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Agency. A typical way to obtain the knowledge and abilities would be:

- High School diploma and;
- Equivalent to the completion of an AA degree, and;
- Must have at least four (4) years of skilled facilities maintenance or construction work and two (2) years of management experience including some supervisor experience;
- Experience with underserved populations and rental housing is preferred.
- Must have two (2) years of experience in either building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing and electrical.
- Must obtain a Housing Quality Standards (HQS) Certification (with a passing grade) within one year of hire date and renew as required by the certificate issuance provider.

PHYSICAL DEMANDS ON THE POSITION: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential and marginal functions (may) require maintaining physical condition necessary for sitting and standing for prolonged periods of time in indoor office environment. Must have vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must stoop, kneel, reach, stretch, bend, pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects up to 25 – 50 lbs. with the use of proper equipment. Have excellent hand strength and the manual dexterity to operate keyboard equipment.

**Special Requirements:**

- Must have access to an automobile or other means of transportation, when and if required to travel on Housing Authority business.
- Bilingual skills in English and Spanish are desirable.
- Position may require evening, weekend and holidays as needed.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the Housing Authority insurance Company.
- Must be insurable by the Housing Authority's insurance carriers.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

***MUST SUBMIT A COMPLETED APPLICATION, AND IF OFFERED THE POSITION, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION***

*FILING DEADLINE 4 pm November 30<sup>th</sup>, 2017*

Updated 11/7/17

**Application Procedure:** Resumes not accepted without formal Housing Authority application. And application form may be obtained from our website at [www.hacityventura.org](http://www.hacityventura.org), and must be FILED with the Housing Authority by 4:00 p.m. on the Closing Date of this job announcement. Applications may be mailed to the Housing Authority of the City of San Buenaventura, 995 Riverside Street, Ventura, CA 93001, or faxed to (805) 626-5628, but must be received by the closing date. You may also pick up an application and return it to our office located at 995 Riverside Street, Ventura, CA 93001.

**THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A DRUG-FREE/SMOKE-FREE WORKPLACE**