

**Maintenance Supervisor Job Posting:** The Muskegon Housing Commission is seeking a trained/skilled individual who is dedicated, motivated, and highly organized.

Applications and/or resumes will be accepted now through 4 p.m. on June 6, 2016 at the MHC Office. The MHC is an EOE and reserves the right to reject any and all applications. Call (231) 722-2647 or visit [www.muskegonhousing.org](http://www.muskegonhousing.org) and select scroll down to "current MHC Openings" and select Maintenance Supervisor.

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**General Summary:** Under the supervision of the Executive Director, performs and provides oversight in various positions and areas such as: custodial, maintenance, unit rehabilitation, inspections, modernization, unit vacancy reduction activities, inventory, on-call emergency services in accordance with approved Agency policies and procedures for all Commission properties. Supervises maintenance employee(s), Community Service workers, temporary workers and Construction contractors daily. Responsible for day to day administration of units and systems inspections. Makes repairs as needed, maintains Commission equipment and provides a wide range of skilled construction. Maintains records and prepares required reports.

**Essential Duties and Responsibilities:**

- Plans, coordinates, performs and supervises participants in all areas of maintenance, custodial, alternates with Maintenance employee for on-call 24 hours' emergency services, construction and repair activities at all Commission properties.
- Prioritizes, assigns, maintain weekly records and supervises all work of Maintenance employees assigned to ground maintenance, housekeeping, modernization and building activities.
- Prepares performance evaluations for all Maintenance employees as assigned and directed.
- Review incoming Work Orders. Schedule and participate in timely completion of Work Orders within local policies and in accordance with HUD regulations. Ensures sure Work Orders are properly completed before issuing to Support Services Specialist for data entry.
- Develops, implements and maintains a Vacancy Reduction Plan that contributes to prompt unit turnaround and supports reduction in vacancy loss.
- Participates in and ensures all Commission properties are inspected annually and repairs made and recorded per Commission policies, State and local regulations and in accordance with the Americans with Disabilities Act (ADA) and HUD rules and regulations. Updates the Maintenance Plan with Board approval as necessary.
- Supervises and participates in the start-up, testing, maintenance, repair and shutdown of mechanical systems including boilers, hot air furnaces, generators, air conditioners, and associated controls, thermostats, motors and pumps. Also maintains preventative Maintenance Logs on systems in

accordance with local Maintenance policies and in accordance with HUD rules and regulations.

- Supervises, trains Maintenance staff and participates in regular repair and Maintenance activities involving mechanical, electrical and plumbing systems and fixtures, carpentry, painting, irrigation, concrete work, snow removal and ground maintenance of all Commission properties per Maintenance policies and in accordance with HUD's rules and regulations. Also makes sure gauges are monitored, moving parts are oiled, and filters changed, fixtures changed, drains unplugged and building wires properly working.
- Supervises and participates in construction and remodeling activities. Determines needs, write specifications for work to be bid out, reviews bids and assists in contractor selection. Plans work, reads blueprints, follows permit codes and assures proper completion of tasks.
- Recommends solutions for major and extraordinary maintenance repairs. Confers with contractors as needed. Inspects completed work for compliance with specifications.
- Orders maintenance and custodial equipment and supplies with Executive Director's approval
- Certifies invoices are correct as to services rendered or products received and the costs thereof. Makes sure all Maintenance purchases are in compliance with approved policies and procedures and within Maintenance budget line items. Does cost comparable studies annually and maintains those records.
- Determines the best use of Commission resources and contractors for completing work based on cost, in-house labor skills and other relevant factors.
- Oversees the security of Commission properties in the morning and at the end of the day.
- Oversees Maintenance staff assisting with equipment inventory and disposal. Provides Office support staff with documentation of new inventory purchases (i.e. date of purchase, item, quantity, cost, model number, etc). Dispose of surplus and worn out inventory; advertise as necessary.
- Supervise Maintenance staff, temporary workers, Community Service workers and on site contractors daily. Performs all duties in connection with staff management, including but not limited to work assignments, performance evaluations, employee counseling, reviewing and approving overtime requests before Director approval, developing and implementing Staff training and development, and handling disciplinary actions. Serves on Maintenance hiring panel. Notifies Director of staffing needs.
- Assist with preparation of budgets for the Maintenance Department.
- Coordinates modernization, rehabilitation and physical property improvements. Assist the Director in completing modernization fund grants and construction related applications.
- Notifies the Director when contractors are needed for vacancy turn-around, preventative, routine and emergency maintenance.

- Keeps current on changes in HUD and other federal, state and local regulations as it pertains to PHAS and QHWRA. Communicate changes to Maintenance staff and ensure that staff understands and applies policies, procedures and regulations.
- May perform and document Inspections for Section 8 HCV and VASH Programs as needed.
- Performs other duties as assigned.

\*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this classification. It is not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Employment Qualifications**

**Education:** High School diploma or GED required. College courses preferred. Trade experience preferred. Must have a valid State of Michigan driver's license.

**Experience:** Must be highly trainable for multi-tasking. Must have computer expertise and experience.