

## HOUSING MAINTENANCE SUPERVISOR

POSITION SUMMARY: This is a professional position that performs a variety of high level administrative and support functions related to maintenance operations at the Wyoming Housing Commission. Responsible for assigning, directing, completing, and monitoring work and projects. Ensuring work is completed according to HUD regulations, laws, ordinances, policies, and procedures at all housing units, property, and grounds. Provides staff oversight, mentoring, and evaluation and possesses specialized knowledge and skill related to housing maintenance. Exercises independent judgment, discretion, and demonstrates strong ethical, professional, and service-oriented leadership.

SUPERVISION RECEIVED: Work is performed under the supervision of the housing director or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the housing director, Wyoming Housing Commission, departmental staff, and others to establish priorities, develop department plans and goals, coordinate activities and implement projects.
2. Coordinate schedules, set priorities, and direct the work of employees; provide timely coaching and performance evaluations; assist in selecting department personnel. Ensure proper labor relations and conditions of employment are maintained.
3. Identify employee development and training needs and ensure that training is obtained in a timely manner and department staff has required certifications and licenses.
4. Supervise and coordinate unit maintenance according to with HUD regulations and City of Wyoming building codes. Ensure compliance with City specifications and codes in accordance with established practices and standards and any other regulatory requirements.
5. Maintain and prepare HUD records and reports on cases, correspondence, and facilitate solutions regarding problem cases.
6. Research and investigate inquiries and complaints made by residents or other personnel. Follow up on corrective action as necessary.
7. Prepare reports and attend meetings as necessary.
8. Assist with preparing, administering, and evaluating annual budgets.
9. Responsible for contracting and purchasing activities according to established budget, policies, and procedures.
10. Draft bid documentation and specifications related to purchases for Capital Fund Projects

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(CFP) and public housing; prepare contracts for independent contractors as necessary.

11. Complete contract scheduling; oversee and monitor contractor performance.
12. Ensure routine and preventive equipment and vehicle maintenance is completed in a timely manner. Schedule, supervise, and provide technical assistance in the maintenance of housing units, grounds, and equipment.
13. Supervise, schedule, and conduct periodic inspections of units. Work with staff to ensure annual inspections are conducted properly and in a timely manner.
14. Assist the housing director in reducing vacancies and unit turnaround time in compliance with HUD regulations.
15. Assist with planning, coordinating, and working with architects, contractors, and consultants to renovate and construct new units.
16. Develop, plan, and promote adherence to appropriate safety rules, regulations, and practices.
17. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in construction management, business administration, public administration, or a related field and five years of work experience. Supervisory experience is preferred. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range.
- B. Knowledge of electrical, plumbing, construction, and mechanical inspection. Possess and maintain licenses and certifications as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Knowledge of the practices and methods of public housing construction and maintenance including federal, state, and local regulations.
- E. Experience with all phases of contract management, including development and oversight of projects.
- F. Able to make sound fiscal decisions and monitor expenditures to ensure effective use of budgeted funds, personnel, materials, and time.
- G. Demonstrate skill in planning, organizing, scheduling, and coordinating work activities.
- H. Knowledge of methods, materials, and techniques used in building design, construction, and maintenance operations. Able to troubleshoot diagnosis and repair maintenance problems. Able to read and interpret blueprints.

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- I. Able to communicate and present information effectively in both verbal and written manner to varied audiences. Able to prepare, maintain, and present accurate records and reports.
- J. Possess excellent organizational skills and ability to problem solve. Skill in organizing schedules and coordinated associated resources.
- K. Proficient in using modern office equipment and information technology including software applications related to area of responsibility; able to quickly learn other technology as required.
- L. Demonstrate ability to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with superiors, associates, subordinates, other City employees, other organizations, and the public.
- M. Proven ability to work within deadlines, under stress, and with changing work priorities. Ability to work extended hours and alternate shifts. Must be able to respond to after hour emergencies and events.
- N. Stay informed of legislative, regulatory, and industry developments and current issues. Maintain cooperative relations with peer agencies and other governmental units. Continue education and professional growth by attending conferences, workshops, and seminars as appropriate.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee works in the field, maintenance facility, and business office settings. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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