DATE: 10/4/2019

RECOMMENDED SALARY $100,000

REPORTS TO: DIRECTOR of MODERNIZATION

POSITION SUMMARY: Responsible directly to the Director of Modernization for directing and coordinating the activities of staff and contractors engaged in preventive and rehabilitative maintenance to 995 units public housing units plus seven Learning Center sites. Day-to-day responsibilities are carried out through the Maintenance staff. Technical knowledge and judgment are required in formulating and interpreting plans, purchasing supplies and equipment, and in inspection and evaluation of work performed. Work is performed under the general supervision of the Executive Director and the direct supervision of the Director of Modernization and is evaluated through observation of program effectiveness and efficiency, and by review of reports.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and directs a program of building and grounds maintenance encompassing all HUD and DECD assisted properties.
2. Review plans or works with subordinate supervisors and employees, advises on technical areas and variations of schedules.
3. Inspects buildings, grounds and equipment; plans and develops long-range preventive maintenance program.
4. Requisitions and disposes of supplies. Makes periodic audit checks of supplies and equipment and fully takes immediate corrective action of the law when discrepancies occur.
5. Inspects or supervises the inspection of work performed by contractors to see that all requirements are met and stops the entire project should violations occur which are life threatening and/or not in compliance with pre-set standards.
6. Conducts and supervises safety and training programs for employees.
7. Controls vehicles, records repairs, and vehicle assignments.
8. Approves time and attendance records, including records on chronic absences and unauthorized leave.
9. Assists in preparation of annual budget, prepares necessary correspondence and other administrative tasks incidental to carrying out responsibilities.
10. Assures that NHA Developments REAC scores are maintain and exceed passing scores. Responsible for insuring that before REAC inspections take place, staff or consultant conduct a Pre-REAC inspections to identify and correct defects and health and safety issues.

11. Supervises administrative assistant.

12. Supervises and coordinates the work order system.

13. Supervises and coordinates the Planned Maintenance (PM) System.

14. Coordinates parking enforcement with towing contractor and acts as liaison to tenants on parking related matters.

**RELATED DUTIES AND RESPONSIBILITIES:**

15. In coordination with Human Resources, assists subordinate supervisors with disciplinary problems and employee counseling and hiring.

16. Makes the appropriate arrangements for the Authority’s reimbursement for damages and/or losses caused by negligence and vendors, contractors, or employees. Damages or losses caused by employee include, but are not limited to supplies, tools, checked-out tools and equipment.

17. Coordinates with state, local, and federal agencies, including but not limited to Federal REAC Inspectors and state, local, Health and Code Enforcement officials.

18. Composes and updates programs of emergency preparedness, maintenance and communication for severe weather and other emergencies. Represents agency in any such emergencies.

19. Coordinates response to weather events including routine snow removal.

20. Answers fire and emergency alarms, responds to emergency situations.

21. Schedules off-shift and weekend coverage, as required.

22. Initiates correspondence, memos, forms, and reports for the Department.

23. Dispatches departmental personnel.

24. Generates Department monthly activity reports per pre-established format (both manual and computer reports).
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25. Coordinates assigned purchasing functions for the Department following established policies and procedures.

26. Performs other related duties as required and/or assigned by Executive Director or Director of Modernization.

27. Attends appropriate staff and Board of Commissioners meetings as required.

28. Works closely with Housing Operations staff about unit turnover and tenant complaints and/or requests.

29. Maintain fire and life safety system. Ensure fire extinguisher inspections are performed monthly. Maintain building sprinkler and standpipe systems and ensure that weekly, Monthly, and bi-yearly inspections are performed.

30. Ensure that emergency procedures and information (e.g. emergency phone numbers, valve charts, etc.) are in place.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be able to keep and interpret statistical records, develop statistical reports, and develop and monitor operating budgets.

2. Must be able to read and interpret blueprints, building specifications and HCAV system component operating and maintenance information.

3. Must have considerable knowledge of maintenance, grounds care and cleaning equipment, materials, supplies, methods and procedures, and be able to convey this knowledge through training to subordinate personnel.

4. Must have working knowledge of Planned Maintenance, work order, and maintenance accounting systems. Experience in developing and implementing the systems is highly desirable, through training to subordinate personnel. Moved to Preferred Skills

5. Must be able to communicate well, both orally and in writing, with all levels of the Housing Authority staff.

6. Must be willing and able to work flexible hours and be on call for emergency issues.

7. Ability to effectively plan and coordinate the activities of several subordinates engaged in various Maintenance activities and to make accurate estimates of time and materials required.
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8. Thorough knowledge of the assembly and maintenance of various types of heating, ventilating, air conditioning and refrigeration equipment.

9. Thorough knowledge of methods, practices, tools and materials used in major building trades.

10. Ability to inspect and determine need for maintenance and to plan programs of Preventive Maintenance.

11. Ability to establish and maintain effective working relationships with subordinates, residents, other departments, Housing Authority officials, and the City of Norwalk department officials and general public.

12. Knowledge of Public Housing REAC inspections and scoring system.

PREFERRED SKILLS

1. Extensive knowledge of local, state, HUD, DECD, and national life safety and building codes.

2. Knowledgeable of most recent lead-based paint and asbestos abatement requirements.

3. Working knowledge of planned maintenance, work order, and maintenance accounting systems. Experience in developing and implementing such systems is highly desirable.

4. Experience/training in customer service and/or work as liaison with the public.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited four-year college or university with a Bachelor of Science in Engineering or one of the building trades or related 10 years of construction or maintenance experience.

2. Experience working with the public.

3. Extensive experience in the building trades or related field and progressively responsible experience in building maintenance, including supervisory experience of apartment/building maintenance, urban renewal or public housing work.

SPECIAL REQUIREMENTS:

1. Must have a valid Connecticut motor vehicle operator’s license.