

MAINTENANCE FOREPERSON (HOUSING AUTHORITY)*

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the housing authority administrator, an incumbent of this class supervises and performs tasks in the maintenance, repair and upkeep of housing authority properties including grounds. The incumbent is responsible for planning and evaluating work, and providing assessments and written work project reports to the housing authority administrator and/or board of directors. This position interacts with housing authority staff, contractors, suppliers/vendors, tenants and/or building inspectors. Supervision is exercised over maintenance personnel including mechanics, laborers, and cleaners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and performs carpentry, electrical, plumbing, tiling, gardening, painting and related work;

Assigns and supervises work, i.e., installation and repair of fixtures, switches, intercom systems, planting, tree trimming, grounds upkeep, snow removal, repair/replacement of locks, clearing of stopped-up drains, etc.;

Prepares written assessments or work project reports pertaining to work to be undertaken and/or completed;

Maintains records of all completed projects and conducts site inspections;

Inspects completed projects for conformance to local and state codes;

Prepares written evaluations of subordinates;

Assists in the preparation of material/supply budget line items;

Requisitions supplies and equipment and maintains inventory;

Develops a preventative maintenance program to ensure the upkeep of housing authority properties;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of materials, tools, techniques and terminology used in carpentry, plumbing, electrical and routine repair jobs and in the maintenance of buildings and grounds and their mechanical, electrical and sanitary equipment; good knowledge of the accident and safety precautions connected with building maintenance and repair work; working knowledge of building codes; working knowledge of construction cost estimating; working knowledge of architectural blueprint reading; ability to plan, layout, and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to work effectively with others; ability to coordinate the work of various trades; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; good judgment; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in general building maintenance or in at least two of the building trades (e.g. carpentry, plumbing, electrical systems, painting, etc.) including or supplemented by two (2) years of experience in a supervisory capacity; or (b) seven (7) years of experience in general building maintenance or in or in at least two of the building trades (e.g. carpentry, plumbing, electrical systems, painting, etc.) including or supplemented by two (2) years of experience in a supervisory capacity.

Housing Authority
J. C.: Competitive
MPM3
1d

Job Class Code: 0451

*Formerly Known as Maintenance Foreman (Housing Authority)