

STEVENS POINT HOUSING AUTHORITY

Posting Date: February 25, 2020

Title: Maintenance and Building Manager

Department: Stevens Point Housing Authority

Reports To: Executive Director

Supervises: Maintenance Staff

Job Summary: The Maintenance and Building Manager is a key administrative position with the Stevens Point Housing Authority ("Housing Authority") and is to assure the highest quality, most cost effective, and efficient maintenance of all Housing Authority property and equipment. Specific duties include, but are not limited to, the supervision, scheduling and assignment of duties for all maintenance personnel, whether on a daily, weekly, monthly, or yearly basis. Assist in the budgeting and scheduling of modernization and capital projects. Enforce all policies and practices of the Housing Authority and make recommendations for amendments to those policies or practices.

This position is an executive/administrative position for the purposes of the Fair Labor Standards Act and a managerial/supervisory/confidential position for the purposes of the Wisconsin Municipal Employment Relations Act.

Essential Functions:

1. Assign daily duties/work orders to maintenance personnel. Responsible for insuring work orders are properly entered into the computer system.
2. Annually perform employee evaluations of all maintenance employees. Responsible for supervising, disciplining maintenance employees. Assists with hiring and promotion of maintenance employees.
3. Implement and maintain time, cost, materials, inventory, specification and other records as deemed necessary.
4. Check quantity and quality of work of maintenance employees, including maintaining daily logs of all maintenance personnel.
5. Meet with contractors and vendors for the purpose of obtaining bids and developing solutions to non-routine maintenance problems, monitoring word order system, modernization, and capital projects. Review specifications of projects.
6. Create and manage proposals and bids for Request For Proposal (RFP) projects. This includes but not limited to developing and maintaining written responses, managing proposal schedules and deadlines, as well as ensuring final review and submissions.
7. Supervise emergency and major repairs or improvements of buildings and grounds.
8. Responsible for reporting all significant events that take place on Housing Authority property to the Executive Director. Prepare progress reports and charts as necessary.

9. Coordinate the procurement of supplies and equipment in compliance with the Housing Authority's Procurement Policy, including the approving/tracking of invoices.
10. Conduct move-in inspections with tenants to determine pre-existing conditions and orient them to the use of Housing Authority's supplied equipment; the work order system; emergency situations; tenant and visitor parking policies; lawn care and snow clearing policies; and policies concerning the placement or usage of tenant-owned equipment.
11. Conduct interim inspections of occupied units to assure compliance with the Housing Authority's Housekeeping Policy; HUD Physical Condition Standards; and to assure proper use and care of Housing Authority provided equipment and fixtures.
12. Serve as the main point of contact for all federal and state property site inspections.
13. Conduct move-out inspections to assess the cost and extent of tenant damages, if applicable, and determine what reconditioning of the unit is necessary to bring it up to the standard condition for all units owned or operated by the Housing Authority.
14. Responsible for maintaining a safe working environment for employees through among other things, providing safety training and education.
15. Enforce the Parking Policy of the Stevens Point Housing Authority by issuing tickets and having cars towed as necessary.
16. Other maintenance and/or administrative duties as assigned.

Customary Contacts:

- Internal: The Maintenance and Building Manager will have regular contact with all Housing Authority employees.
- External: The Maintenance and Building Manager will have contact with current and former residents, vendors, contractors, City of Stevens Point, Portage County departments, applicable Wisconsin state officials, and U.S. Department of Housing and Urban Development (HUD) officials as necessary.

Working Conditions and Physical Requirements:

- The work will be performed in a normal office environment, and in and on Housing Authority properties.
- Bending, crawling, climbing, and lifting various objects up to approximately 50 pounds is also required on an occasional basis.

Knowledge, Skills, and Abilities Required:

- Thorough knowledge of old and new building construction and repair methods, materials, codes terminology, and technology.

- Ability to deal tactfully and effectively with maintenance personnel; tenant groups and individuals; contractors and vendors; other employees; and the general public. Demonstrate knowledge and ability to supervise skilled and semi-skilled personnel.
- Knowledge of building maintenance, tools, equipment and, supplies.
- Knowledge of construction techniques and state and local building codes.
- Knowledge of the Request for Proposal (RFP) process.
- Ability to understand and effectively carry out oral and written instructions. Ability to recognize, diagnose, and correct mechanical trouble.
- Ability to work independently and exercise initiative.
- Ability to maintain confidentiality.
- Basic computer knowledge to include Word, Excel, and Outlook.

Required Education and Experience:

- Graduation from university, college, high school, trade school, or equivalent.
- Three or more years' experience in a supervisory/management capacity in building maintenance and/or the construction field or five years' experience as a supervisor/manager.
- Valid Wisconsin driver's license and access to reliable transportation is required because individual must be able to drive Housing Authority vehicles.

Excellent Benefits

- Health, dental, life, and disability insurance
- Wisconsin Retirement System and Wisconsin Deferred Compensation Plan
- Paid vacation and sick time

Pay/Salary

- Salary is commensurate with qualifications and experience.

How to Apply

- **Qualified candidates should submit a comprehensive cover letter and resume to Idowu Odedosu at iodedosu@spha-wi.org by Friday, March 13, 2020.**