

Waukesha Housing Authority is hiring for position of Maintenance Director.

Position: Waukesha Housing Authority Maintenance Director

Under the direct supervision of the Executive Director this position is responsible for the maintenance, and physical needs of the Waukesha Housing Authority Properties.

The Maintenance Director responsibilities include, but are not limited to:

Planning, scheduling, and directing staff for all maintenance activities, Supervision of 3 employees, Assists in interviewing, hiring, and termination of maintenance staff, Performs annual evaluations of maintenance staff, Assists in budget planning and 5 year capital improvement plan, Prioritizes maintenance work assignments, Coordinates scheduling of preventative maintenance activities for all properties, Compiles and maintains accurate records and files of unit activity and capital improvement projects based on physical needs, Enters and closes all work orders performed by maintenance staff, Initiates and writes correspondence and prepares oral and written reports as needed, Works closely with contractors and vendors to coordinate work completion timelines, Develops lines of communication with other Housing Authority staff, clients, contractors, general public, HUD, outside agencies, and government bodies, Performs other related duties and responsibilities as required within their classification, Responsible for telephone changes and upgrades, both office phones and WHA staff telephones, assists with basic computer trouble shooting, Completes and submits reports to HUD, Works to recruit new contractors/vendors and work with current contractors/vendors to ensure we are receiving a fair and competitive price for services.

Must work well with a diverse population, have knowledge of construction, building permits, cleaning, basic household repairs, and Construction Cost estimating. Must be able to work independently and with others, be a self-starter and a problem solver, be comfortable with computers, and searching government sites for information. Must be comfortable reaching out for guidance to HUD personnel for clarification of regulations and procedures as needed. Must be able to comply with all HUD regulations. Regulations and requirements differ greatly from the private market. Ideal candidate will have excellent customer service skills, work well under pressure, and have excellent conflict resolution skills.

Must be a US Citizen, have a valid Wisconsin drivers license, clean driving record and have access to a vehicle. Training for HUD regulations and compliance will be provided. While some trainings are available online, candidate must be willing to attend in person trainings which may include travel.

Competitive Salary and excellent benefit package.

Interested candidates should send their resume to Denise Stimart, Executive Director, dstimart@whaonline.com. Please include "Maintenance Director Position" on the subject line of the email.