

HOUSING AUTHORITY OF THE CITY OF LUMBERTON
JOB ANNOUNCEMENT

Position: Maintenance Foreman
Location: 407 North Sycamore Street, Lumberton, NC 28358
Salary: \$34,783 per year

DUTIES AND RESPONSIBILITIES:

- Plans, directs, and supervises daily activities of maintenance and establishes objectives and priorities.
- Reviews, evaluates, and schedules daily maintenance work orders and assignments with maintenance personnel, provides guidance and assistance to employees as needed to perform assigned work, and monitors progress of completion of work orders and staff assignments.
- As necessary, participates in the day-to-day work assignments and activities when daily workloads and activities are beyond the capacity of available staff.
- Reviews and approves department staff timesheets to address discrepancies and/or verify accuracy of time spent relative to assignments.
- Oversees all phases of housing maintenance, risk controls, and materials management.
- Assists the Asset Manager in the decision process of future maintenance priorities and the coordination between private contractors and maintenance crew. Develops, schedules, and manages a preventive maintenance program designed to retain Authority properties in safe operating condition.
- Provides input concerning the Authority's overall operating budget.
- Ensures performance is in compliance with federal assessment programs.
- Develops effective plans and procedures to improve maintenance operations.
- Identifies and resolves unsafe or unsatisfactory conditions requiring maintenance, assists in code enforcement, and works to provide resolution to REAC issues to ensure a consistently acceptable score from HUD. This involves performing annual inspections using REAC criteria, and may involve appropriate communications with tenants, informing them of the serious nature of these matters.
- Solicits competitive quotes from vendors and requisitions equipment and parts when needed, ensuring compliance with Authority procurement policies and procedures. Recommends maintenance and materials management economy measures consistent with Authority objectives.
- Meets with contractors during preparation of assessment reports, schematic designs, etc. to ensure achievement of Authority maintenance objectives. Reviews reports, studies, and bid documents to ensure conformity to Authority criteria and HUD requirements as appropriate. Monitors work performed for quality assurance.
- Monitors special programs and coordinates the preparation of regular activities and status reports. Analyzes program effectiveness, and recommends program changes to Asset Manager.
- Works with Asset Managers and reviews schedules, reports, and requests to determine maintenance needs.
- Attends meetings as needed to discuss matters concerning overall maintenance operations, ongoing projects, and performance of maintenance personnel. Serves as policy and program advisor to the Asset Manager regarding Authority effectiveness in implementation of its maintenance program and HUD standards, and other department wide standards.
- Prepares reports, statistical data, and records of general maintenance information in an accurate and timely manner as required.
- Responds to and provides after-hours emergency assistance until problem is resolved and monitors all on-call and stand-by activity.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

KNOWLEDGE, SKILLS AND ABILITIES:

- Work requires supervising and monitoring performance for a regular group of employees or department including input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first-line supervisor typically performs these functions.
- Must have a working knowledge of all aspects of HVAC, electrical, carpentry, plumbing, landscape, roofing and pest control.
- Thorough knowledge of the trade skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities.
- Thorough knowledge of federal, state, and local laws, regulations, regulations pertaining to public housing authorities as they relate to maintenance of Authority properties.
- Working knowledge of mathematical calculations and the principles, practices, and techniques of cost estimating and budgeting.
- Advanced ability to read and understand advanced literature, books reviews, technical journals, financial reports, and legal documents.
- Must be skillful in prioritizing, problem solving, formulation, reasoning, analyzing and proofreading.
- High level of communications skills.
- Computer skills (Excel, Word, etc.).
- Must have an understanding of life safety code, OSHA regulations.
- Ability to interpret complex laws, codes, and regulations.
- Ability to read and interpret blueprints/shop drawings, plans, and specifications.
- Ability to conduct safety and property inspections.
- Must be able to establish and maintain effective working relationships with other Authority employees, subordinates, residents, contractors, vendors, and other persons outside the Authority.
- Must have a working knowledge of all aspects of HVAC, electrical, carpentry, plumbing, landscape, roofing and pest control.
- Thorough knowledge of the trade skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities.

LICENSES AND CERTIFICATIONS:

- Graduation from an accredited high school, or GED, vocational school, or equivalent, supplemented by technical courses in electrical, plumbing, and carpentry repair work; and/or,
 - Plumbing Journeyman Classification, or State Issued Plumbing License; and/or,
 - Electrician Journeyman Classification, or State Issued Electrician License; and/or,
 - HVAC Journeyman Classification, or State Issued HVAC License; and/or,
 - Boiler Operators License, State Issued; and/or,
 - Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered sufficient

PHYSICAL REQUIREMENTS:

- Work is performed both indoors and outdoors, and involves physical exertion common to the construction, rehabilitation, and maintenance industries, such as long periods of standing and walking on rough terrain.
- Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.
- Work sometimes involves moderate risks and discomfort common to architects, engineers, and contractors; and may require occasional use of personal protective equipment.
- Must be able to sit or stand for up to eight hours at a time while performing work duties.
- Must be able to bend, stoop, push, pull, carry, lift, climb, kneel, or crawl in the performance of work-related duties.

- Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
- Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
- Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
- Work requires spatial perception, and finger and manual dexterity.
- Must have normal color perception to differentiate colors of electrical wiring, etc.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.

DESIRABLE EXPERIENCE AND TRAINING:

- Associate's degree and three (3) years' experience in any equivalent combination of education, training and experience which, in the sole determination of the Authority, provides the required knowledge and abilities may be considered sufficient.

TO APPLY:

This position is open until filled. Applications can be downloaded and printed from the EMPLOYMENT tab at www.hacl014.com. Qualified candidates should forward a completed HACL job application to:

Housing Authority of the City of Lumberton
C/O Steven Harrell
Post Office Box 709
Lumberton, North Carolina 28359

EOE/ADA