



QUILEUTE HOUSING AUTHORITY

PO Box 159 • La Push, Washington 98350
(360) 374-9719 • Fax (360) 374-9117

TITLE: Maintenance Supervisor
STATUS: Non-Exempt
OPENS: April 14, 2016 **CLOSING DATE:** April 28, 2016 or until filled
SALARY: \$18.00 - \$24.00/hour to start, DOQ/E

Summary

Skilled maintenance worker who performs special and preventative maintenance and repairs on our units, including plumbing, electrical and HVAC systems. Supervise a staff of 2-5 maintenance.

Scope of Responsibility

Under the supervision of the Executive Director, is responsible for the performance of the most complex maintenance functions to buildings, grounds, appliances, and equipment owned and operated by the Authority. The employee in this position performs a variety of skilled, journeyman level maintenance tasks in connection with repairs to and maintenance of buildings, grounds and equipment. Work involves knowledge of and skills in the areas of plumbing, electricity, carpentry, masonry, painting, refrigeration, heating, ventilation and air conditioning.

This position may be designated "essential worker." Essential worker means those positions as designated by the Housing Authority that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare and to the operation of public facilities and property. The Housing Authority maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

He/She is responsible for planning, coordination and work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints, materials management, inventory control, property disposition, equipment use, insurance and grant applications related to modernization, rehabilitation, and non-routine maintenance. Inspects work of staff and contractors in progress to ensure that workmanship conforms to set standards, work is in compliance with scope of work, and that work schedules are adhered to.

Essential Job Functions

1. Supervises and direct maintenance staff, preforms job evaluations annual, approves leave requests and enforces policies.
2. Ensure assessments of repair/renovation requirements of all QHA housing units are conducted.
3. Assists and accompanies a QHA Representative on annual inspections.
4. Ability to establish a good rapport with the general public, residents, sub-contractors, suppliers and co-workers.
5. Must practice safety precautions and be safety conscious at all times.
6. Independently performs required maintenance to building surfaces, fixtures, systems, and equipment.
7. Performs equipment maintenance tasks such as: checking for proper equipment operation; lubricating bearings; changing air filters; and cleaning heat exchanger and condenser coils.

8. Performs electrical and plumbing system maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs; checking drain lines to ensure they are free of obstruction; checking appliances for proper operation; testing light switches and electrical outlets; and conducting ground fault detection tests.
9. Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
10. Performs such carpentry work as: inspecting/repairing doors, windows, cabinets, handrails, roofs, gutters, down spouts, floor tiles, carpet, walls and ceilings. If possible, repairs will be made immediately or a work order will be opened.
11. May perform such masonry work as: patching cracked concrete; replacing broken masonry blocks and ceramic tiles; re-grouting ceramic tile; and sealing concrete and exterior brick walls.
12. May perform such plumbing tasks as: replacing faucet washers, seats, stems, spigots, and hardware; resetting commodes, tubs, and sinks; repairing water leaks; replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
13. May perform such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping, or masking; painting with brushes, rollers, or sprayers; performing touch-up painting after working in an area; spot painting metal surfaces for corrosion control, etc.
14. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor such as: servicing and/or repairing grounds card and cleaning equipment; servicing and/or repairing vehicles; and repairing work tools and equipment.
15. Repairs/Operates HVAC (heating, ventilating and air conditioning) equipment according to established procedures and instructions. Works closely with the other Maintenance personnel to ensure the proper operation of the HVAC, mechanical, and refrigeration systems and to identify and correct any problems. Checks and inspects all major system components and performs corrective repairs and Preventative Maintenance work on the system or assigns work orders and establishes P.M. schedules.
16. Performs necessary manual labor to keep housing projects in a decent, safe, and sanitary condition.
17. Provides assistance to other maintenance personnel as necessary.
18. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pliers, screwdrivers, wrenches, oil cans, and volt-ohm-amp meters.
19. Troubleshoots maintenance problems using visual and appropriate testing equipment.
20. Operates and makes all installations and repairs in accordance with local, state, and national codes.
21. Develops material lists for assigned jobs and obtains materials and equipment to perform these jobs.
22. Participates and assign an "off-shift and weekend emergency maintenance" coverage as scheduled.
23. Inspects, tests, and keeps required records of all fire risers, extinguishers, fire doors, and other required fire safety code items.
24. Performs related tasks as required.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ❖ Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing
- ❖ OSHA safety requirements; state and federal environmental protection requirements, federal contracting requirements, etc.
- ❖ Journey-level skills in at least one trade and common maintenance hand tools. The use and minor repair of most heavy and light maintenance power equipment
- ❖ The work includes exposure to harsh cleaners and abrasive cleaning products and the use of hazardous chemicals such as pesticides and herbicides requiring the knowledge of proper safety procedures in the use of such chemicals
- ❖ Basic building design, job layout techniques, preparing and reading plans and blueprints
- ❖ Uses of personal computers
- ❖ Public housing laws, and agency rules, regulations and standards. Federal, State, and local building codes and practices

Ability to:

- ❖ Recognize and act on conditions within the development that require immediate attention, maintenance, or repair
- ❖ Provide technical assistance to other maintenance employees
- ❖ Maintain confidentiality
- ❖ Establish and maintain positive and effective working relationships with tenants, employees, and the general public
- ❖ Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Education and Experience Required

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited high school, or possession of an equivalent certificate (e.g. G.E.D.). Possession of an Associate Degree, or two full academic years of training, from an accredited college or university with a major in construction technology or related field may be substituted for one year of experience. There shall be no substitution for supervisory experience.

Five (5) years of increasingly responsible maintenance experience and supervisory, which includes responsibility for a full range of maintenance, renovation and repair activities. Experience in either the public or private sectors in a housing-related environment would be desirable. Possess journey-level skills in one or more trades. Must have and retain a Washington State driver's license. CPR and First Aid Certification

Must pass a criminal background.

APPLICATION PROCESS:

The job application may be obtained at the QHA Office, 561 Quileute Heights or you may obtain an application from the www.quileutenation.org website.

Submit job application to: Quileute Housing Authority
561 Quileute Heights/PO Box 159
La Push, WA 98350

IF APPLICANTS HAVE EQUAL QUALIFICATIONS, PREFERENCE WILL BE GIVEN FIRST TO NATIVE AMERICAN AND ALASKA NATIVES. EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 US CODE SECTIONS 472 & 473) THERE WILL BE NO DISCRIMINATION IN SELECTION BECAUSE OF RACE, COLOR, CREED, AGE, SEX, NATIONAL ORIGIN, PHYSICAL HANDICAP, MARITAL STATUS, POLITICS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.