



## Housing Authority of the City of Winston-Salem Classification Description

**Classification Title:** Maintenance Supervisor  
**Department:** Property Management  
**Reports To:** Property Manager

**Grade:** 4  
**FLSA:** Nonexempt  
**Status:** Full Time

### General Statement of Job

Under general supervision, performs work at family developments to ensure the effectiveness and efficiency of the maintenance program required to maintain Authority's units in a decent, safe and sanitary living environment. Work involves determining needs for construction and renovation services. Work involves planning and scheduling work, maintaining constant budgetary control of personnel and material, and consulting and communicating with other departments, contractors and management. This position may be required to work emergency on call shifts as needed.

### Specific Duties and Responsibilities

1. Determines the need for area construction and renovation services (collaborates with the Capital Improvements Department for major renovation projects).
2. Prepares work schedules and requisitions for materials, tools and equipment needed to complete work.
3. Maintains constant budgetary control of manpower and materials used by subordinates.
4. Reviews work orders and plans and schedules work load of subordinates.
5. Performs general maintenance duties to fulfill work orders as needed and certified (plumbing, carpentry, minor electrical, HVAC, etc.).
6. Assesses maintenance issues for assigned properties to determine the need for external contractors.
7. Assists with monitoring and evaluating contractors' work as performed.
8. Assists the Housing Managers in the preparation of the annual budget on maintenance operations.
9. Reports daily and weekly on accomplished results and subordinates' job performance.
10. Evaluates and recommends personnel action of subordinates' job performance.
11. Evaluates vacant residences for needed repairs prior to occupancy.
12. Prepares estimates and forwards to management.
13. Inspects and evaluates completed residences.
14. Provides on-the-job training and guidance to other maintenance mechanics/technicians.
15. Performs other related work as necessary.

## **Education, Experience, and Licenses**

Graduation of High School supplemented by vocational training in building construction and maintenance trades. Must complete and pass required related job training courses/certifications within two years of hire date for this position. Required courses include but are not limited to: Safety Training, Certified Maintenance Technician, Certified Maintenance Manager, Lead Renovation, Repair and Painting Certification. HVAC Certification is highly recommended.

3-5 years of experience in construction or building maintenance, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Supervisory experience preferred.

## **Knowledge, Skills, and Abilities**

Must be physically able to operate a variety of machinery and equipment including two-ways radios, calculators, power tools and other hand tools associated with building trades. Must be able to lift up to 50 pounds. Working knowledge and experience in HVAC, Plumbing, Electrical, Carpentry and other related maintenance fields preferred. Must be able to compare and/or judge the readily observable functional, structural or compositional, characteristics (whether similar or divergent from obvious standards) of data, people or things. Requires the ability to speak and/or single people to convey or exchange information. Includes giving instructions, assignments or direction to subordinates or assistants. Requires the ability to read a variety of reports, correspondence, ledges, logs, applications, manuals, drawings, personnel forms, etc. Requires the ability to prepare correspondence, reports, personnel forms, budgets, etc, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Must have thorough knowledge of the practices, procedures, materials, tools and equipment used in building construction trades. Thorough knowledge of the occupational hazards and safety precautions of the work. Thorough knowledge of the current trends in building construction and renovation. Thorough knowledge of local, state, and HUD building code requirements. General knowledge of the principles of supervision, organization and administration.

Skilled in the use of a variety of hand and power tools necessary in performing construction and renovation work. Ability to read and interpret blueprints, diagrams, manufactures' manuals, and specifications. Ability to understand and follow verbal and written English instructions. Ability to prepare simple reports and maintain applicable material and labor records. Ability to perform physical tasks required by the position. Ability to establish and maintain effective working relationships as necessitated by work assignments. Must possess a valid NC driver's license (within 30 days of hire). Must have the ability to operate motor vehicles up to and including 1.5 ton trucks. Must be able to pass a physical drug screening, criminal background check, written maintenance examination and "hands-on" maintenance examination.

## **Physical Demands/Work Environment**

While performing the duties of this job, the employee is frequently required to see, hear, or speak. The employee is occasionally required to stand, walk, climb, bend and stoop. Requires the ability to lift and/or carry up to 50 pounds. *Position requires depth, texture, and color perception, as well as the ability to smell and taste.*

**NOTICE:** The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.