

**City of Salem**  
**CLASS SPECIFICATION**

|               |                                |                   |
|---------------|--------------------------------|-------------------|
| CLASS. TITLE: | Housing Maintenance Supervisor | CLASS. CODE: 0608 |
| DEPARTMENT:   | Community Services             | FLSA: E           |
| REPORTS TO:   | Housing Administrator          | DATE: 7/1/2002    |

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**Job Summary:**

Provides administrative, managerial, and supervisory work involving the planning, organizing and directing of all Housing Authority maintenance functions. Responsible for developing and implementing preventive and corrective maintenance programs in the general operation of all Housing Authority facilities and residential units.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Develops maintenance programs, standards and procedures for the maintenance personnel for the Housing Authority properties and facilities. Directs and supervises the operations and functions of the Maintenance Department.
2. Supervises, plans, provides guidance and assistance, and reviews work of maintenance personnel.
3. Reviews general program results with subordinates.
4. Plans and develops guidelines and objectives to control and evaluate Housing Authority maintenance needs and activities.
5. Executes construction activities of staff and/or contractors and schedules maintenance and repairs of properties owned, managed or leased by the Housing Authority. Evaluates performance and quality control standards.
6. Reviews and approves plans, contract submittals and specifications, and develops time and cost estimates.
7. Prepares, supervises and manages budgets and controls section expenditures. Analyzes financial data in relation to performance and program needs.
8. Administers purchasing and procurement activities in accordance with HUD and local requirements.
9. Confers and coordinates with other Housing Authority staff in the development of policies, programs, schedules and procedures.

**Important Job Functions**

1. Remains current on the development of building and ground maintenance equipment and techniques. Determines or recommends changes in work priorities.
2. Prepares proposals for changes in equipment and supplies, and maintains inventory control through subordinates.
3. Develops itemized work and maintenance plans to accomplish long-term maintenance projects.
4. Works effectively with compliance auditors, developers, suppliers, and inter-agency and inter-department personnel.
5. Performs other duties as required by Executive Director.
6. Attends weekly meeting.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university; and,  
Seven (7) to ten (10) years of experience in maintenance construction, business and personnel; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Public Housing Manager required.
- Certified Manager of Maintenance desired.
- Small Scale Asbestos Abatement Supervisor desired.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- General techniques, standards and equipment used in home, building and grounds maintenance programs and operations.
- Principles, theory and practices of property management and home and facilities maintenance.
- Contemporary office practices and procedures and basic office software products.
- General accounting practices.

**Ability to:**

- Remain current on technological advances in equipment and techniques of housing construction and home, grounds and facilities maintenance.
- Use various software packages.
- Supervise and manage staff.
- Read and interpret complex building plans and specifications.
- Develop and execute preventive and corrective maintenance programs.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, managers, suppliers, architects and contractors.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Drive a motor vehicle.
- Occasionally work in poor environmental conditions.
- Lift up to 50 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.