



Position Announcement

TITLE: MAINTENANCE SUPERVISOR- FULL-TIME

DATE: September 1, 2017

LOCATION: Eastern Park Apartments, 711 Eddy Street, San Francisco, CA 94109

FLSA: Non-Exempt

SUMMARY:

Plans, organizes, directs, and coordinates all preventive and corrective maintenance programs for the community. Assumes project and supervisory responsibilities with support from the Affordable Housing Manager. Follows established NCPHS policies and procedures and HUD regulations.

ESSENTIAL FUNCTIONS:

- Interviews, hires, trains, supervises and monitors performance of maintenance staff. Provides supervision and training of the maintenance and janitorial staff in the performance of preventive and corrective maintenance of the community. Acts as a working supervisor, performing maintenance tasks as needed.
- Schedules staff for unit inspections, renovations, repairs and remodeling. Coordinates schedules and activities with residents, management and outside contractors. Ensures timely turnover of vacant units.
- Maintains HUD required documentation for annual inspections, work orders, and preventive maintenance.
- Oversees service contracts and various maintenance projects; solicits, evaluates, and selects bids, directs and inspects work of contracted service providers under the direction of the Affordable Housing Manager and Assistant Affordable Housing Manager.
- Maintains and monitors inventory status necessary for the completion of maintenance projects. Maintains service contracts, daily, monthly, and annual calendar of the preventive maintenance program, and all routine and annual maintenance.
- Maintains computerized preventive maintenance program. Records routine maintenance activities and schedules through the use of computerized maintenance program. Works with office staff on data input of work orders and preventive maintenance.
- Evaluates and maintains equipment and materials to ensure continued safe, efficient operation. Maintains an organized, clean and safe workshop.
- Assists in developing and maintaining capital and operating budgets.
- Reviews requests for work, directs work of assigned staff, and inspects completed assignments to assure adequate performance and quality.
- Assists in the fire, disaster and safety program of the community. Maintains compliance with all Federal, State and local codes and titles including Hazardous Material (HAZMAT) and Cal/OSHA standards and requirements, in conjunction with Affordable Housing Manager and Building Systems Manager.
- Works with the NCPHS Director of Engineering and the Director of Facilities.
- Ensures that the Injury and Illness Prevention Program (IIPP) requirements are being met and are in compliance with NCPHS policies and procedures and the California Code of Regulations, Title 8.
- Recognizes and reports to Affordable Housing Manager concerns regarding residents' physical, mental and/or emotional status.
- Carries digital radio and works on-call as necessary.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Thorough working knowledge of electrical, carpentry, plumbing and related trade fields. Knowledge of skilled trades and general understanding of building codes. Well rounded knowledge of practices, tools, equipment, methods and materials used in maintenance. Knowledge and understanding of, and ability to comply with work safety practices and guidelines relating to asbestos and industrial chemicals. Knowledge of Material Safety Data Sheets and computerized maintenance tracking system.

Demonstrated interpersonal, verbal, and written English communication skills. Supervisory skills to plan and assign work, motivate employees and provide work leadership. Organizational and analytical skills to plan and complete work assignments with minimal supervision and within established deadlines. Sound judgment skills to assess needs and determine appropriate course of action in emergency situations. Skills to safely handle all workshop and maintenance equipment, including power and hand tools and both freestanding and extension ladders. Proficient with Microsoft Office suite of products (Word, Excel, Outlook), inventory control and preventative maintenance software programs.

Ability to understand and read technical manuals, blueprints, and schematics. Ability to act with patience, tact and courtesy in dealing with residents, their families, contractors and staff under demanding and difficult conditions. Sensitivity and understanding of issues related to aging.

Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 75 pounds.

QUALIFICATIONS:

High school graduate or equivalent. Some college education or trade school with emphasis in trades, covering Maintenance procedures and practices. Minimum of five (5) years experience in the maintenance department of a health care, residential building or similar community. Minimum of two (2) years in a supervisory position in a related field. California driver license, proof of insurance, clean driving record, and ability to travel to multiple locations on a daily basis.

SUPERVISORY RESPONSIBILITY: Supervisory responsibility for up to 3 employees.

APPLY TO: Affordable Housing Manager by clicking [here](#) .