



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Maintenance Superintendent

External

Announcement No.: 18-025

DEPARTMENT: Operations

STARTING RATE: \$56,867

SALARY RANGE: \$56,867-\$90,979 per annum

OPENING DATE: Friday, July 13, 2018

CLOSING DATE: Monday, August 13, 2018

POSITION SUMMARY:

The Maintenance Superintendent's prime responsibility is to the success of the Southern Nevada Regional Housing Authority. The Maintenance Superintendent must run field operations, coach employees, maintain quality control and ensure that SNRHA's services are fulfilling tenant needs, OSHA compliance, and all other safety best practices in the maintenance, and repair of facilities. The Maintenance Superintendent must constantly review SNRHA's public and affordable housing budgetary goals.

SUPERVISION EXERCISED

The span of control consists of supervising the technical and administration of field maintenance supervisors and subordinates. Area of responsibility is subject to change depending on agency business needs.

ESSENTIAL JOB FUNCTIONS/DUTIES: Under the direction of senior operations management, the stated position has the authority, in the interest of the Southern Nevada Regional Housing Authority ("SNRHA"), to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely or clerical nature, but requires the use of independent judgment.

The Maintenance Superintendent's primary duties require advanced knowledge, defined as work which is predominantly intellectual and which requires the consistent exercise of discretion and judgment.

The Maintenance Superintendent is responsible for ensuring subordinate employees are doing their jobs correctly, thoroughly, and on time. Ensure expectations and goals are clear, conflicting priorities are addressed and readjusted as needed.

- Plans, organizes, controls, integrates and evaluates the work of the Southern Nevada Regional Housing Authority's maintenance operations and staff; develops, implements and monitors short and long-term plans, goals, and objectives focused on achieving the department's mission and assigned priorities.
- Contributes to the development of and monitors performance against the department's annual operating budgets; participates in developing, implementing and evaluating plans, work processes, policies, systems and procedures to achieve objectives and work standards.
- Formulate, affect, interpret, or implement management policies or operating practices.
- Interview and select maintenance staff; provide and/or coordinate staff training.
- Recommends compensation and provides other (approved) rewards to recognize job-well-done; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with policy/CBA.
- Provides leadership and works with staff to develop and retain highly competent staff through selection, compensation, training and day-to-day management practices that support SNRHA's mission and values; applies process improvement and quality management principles to assigned areas of responsibility.
- Directs and participates in analyses and prepares recommendations and reports regarding the construction and maintenance of development(s), staffing requirements and other technical and management issues; determines the time, equipment, material and personnel requirements for major projects.
- Develops scopes of work and manages contracts, including but not limited to, directing work of Contractors through their on-site supervisors such a tree maintenance, paving, roofing, pipeline, pest control, etc.
- Inspects work for the contract. Reviews invoices.
- Supervises the use, care, and operation of trucks, electric cars, forklifts, compressors, portable and stationary generators pneumatic, hydraulic and electric tools, and related tools and equipment, including a variety of other motorized equipment and SNRHA vehicles.
- Inspects and evaluates work being performed by SNRHA personnel private contractors; identifies problem areas and directs remedial action.
- Personally responds to inquiries and complaints from the public and user departments; attends meetings with other departments, SNRHA staff, agencies, and Board members. Resolves a variety of routine personnel administrative matters.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, utility location maps, maintenance requests and requisitions for section activities. Researches new operational methods, techniques, and equipment and recommend their application.
- Responds to emergency situations as necessary. The department includes 24/7 duty personnel which may require coordination if an emergency occurs. Furthermore, all leave must be coordinated with Department Director.
- Prepares and submits regular operations and maintenance reports and required regulatory reports to county, state and federal agencies. Ensures technical personnel document maintenance activities in accordance with industry standards.
- Ensures the SNRHA's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements to be carried out in the division. Ensures duty personnel are trained for emergency responses at lift stations and other critical facilities.
- Ensures the timely completion of planned preventive maintenance programs. Coordinates and directs staff to efficiently make use of entire work day. Performs other duties as required.

KNOWLEDGE/SKILLSABILITIES:

- Methods, practices, techniques, and equipment used in the construction, maintenance, and repair of residential/housing; federal, state and local laws
- Public Health regulations; principles, methods, tools and equipment used in the construction, maintenance, and repair of public housing facilities.

- Administrative principles and methods including goal setting, program development and implementation; principles and practices of budget preparation and administration; safety regulations, safe work practices and safety equipment related to the work; software applications related to the work; codes, regulations, and guidelines pertaining to the work.
- Principles and practices of effective management and supervision.
- Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; select, motivate and evaluate staff and provide for their training and development; prepare, administer and monitor a division budget; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action; develop and implement goals, objectives, policies, procedures, work standards and management controls; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of the work.

MINIMUM QUALIFICATIONS:

Education, Training, and Work Experience

- Read, write, and speak English.
- Knowledge, skills and abilities outlined above.
- High School Diploma or G.E.D.; and eight (8) years of increasingly responsible experience in the construction, maintenance and repair of residential and utility systems, at least four (4) years of which were at a supervisory level: or an equivalent combination of training and experience.
- Skilled in operating modern office equipment including Microsoft Office and other specified software applications.
- Use of Internet for work-related research.
- Ability to perform under stress and respond cooperatively.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Licensing: Valid Nevada Class C Driver's License required at time of employment and must be insurable under SNRHA automobile policy. Local, State, and/or Federal licenses are required. Other certifications as necessary.

Supplemental Information: Satisfactory result of a pre-employment drug screening and full background check is required. This is an **exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Work Schedule: External office hours are Monday – Friday 8am-5pm. This position requires a flexible work schedule which may include working at night, early morning, weekends, and holidays. Exempt status employees may be required to be available by telephone or e-mail for business purposes.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: Applicants must submit complete Employment Application, with updated Resume attached, and voluntary Affirmative Action Questionnaire. Applications may be obtained at www.snrha.org **download and complete application, send as attachment to atyler@snvrha.org** or picked up and submitted to the Southern Nevada Regional Housing Authority, 5390 E. Flamingo Rd., Las Vegas, Nevada 89122, or by calling (702) 477-3170, TDD (702) 387-1898. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.