



Position Title: Maintenance Supervisor

External/ Internal Posting

Announcement No.: 21-018

DEPARTMENT: Public Housing / Operations

SALARY RANGE: \$46,946 - \$75,026 per annum

OPENING DATE: Tuesday, September 14, 2021

CLOSING DATE: Until Filled

POSITION SUMMARY: Under direct supervisor of the Asset/Property Manager, and/or Maintenance Superintendent, this position is responsible for ensuring the overall physical aspect of the property, meeting company standards, managing and responding to resident maintenance issues and repairs, scheduling, monitoring and performing preventative maintenance projects for all housing units, multi-family complexes, and commercial facilities. The maintenance supervisor is responsible for training, assigning, and supervising all maintenance staff under his/her direction. The duties listed below, illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logical assignment in association with this position.

SUPERVISION EXERCISED: Supervises maintenance, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in "bold." Secondary duties are not in "bold."

- **Identify and report any problems to Asset Manager/ Property Manager.**
- **Interview, train, and develop a competent team; responsibly delegate appropriate duties and monitor individual performance; identify the need for employee coaching and counseling and implement such action with the assistance of the Asset Manager/Property Manager or Maintenance Superintendent.**
- **Perform repairs and is typically a hands-on supervisor. Skilled in carpentry, plumbing, painting, electrical, HVAC, masonry, drywall repairs, fencing repairs, concrete repairs, appliance repairs. Complete turnovers, rehabs, and work orders in apartments and common areas. Set up and operates appropriate equipment, machines, and tools.**
- **Walk the property per the established schedule to identify immediate and long-term repairs, and actual/potential risk repairs; insure high quality of curb appeal.**
- **Assure that work orders are completed and closed out within prescribed time periods.**
- **Review work orders performed by others to assure they are correct, materials added, and orders are complete.**
- **Oversee contractors to assure quality and timely performance.**
- **Schedule emergency maintenance coverage, turnovers, rehabs, and service requests; ensures a 24- hour response time to service requests; communicate repair status to residents and/or asset manager, property manager and/or Director of Public Housing or Affordable Housing dependent upon the employee's working department.**
- **Maintain adequate inventory of materials, supplies, and equipment for preventative maintenance and other repairs as needed in the development.**

JOB RELATED AND ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge and Experience in the operations, services, and activities of a building and grounds maintenance and repair program.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Skills on how to properly use, care and repair a wide variety of buildings, grounds, hand and power tools and equipment.
- Ability to supervise, train, organize, and review the work of maintenance staff.

Computer skills required include: Microsoft Word, Excel, Outlook, Internet, and Yardi.

MINIMUM QUALIFICATIONS Experience, Training, and Work Experience

Experience: Five (5) years of full-time journey level experience in building/facilities maintenance or construction. Prior lead or Supervisory experience is preferred.

Education: High school diploma or GED supplemented by some technical or college level course work in business, construction Management or a related field.

Licenses and Certifications: Must possess the following HVAC certification, and Pool Maintenance Certification. Possession of a certificate in Uniform Inspection and Physical Condition Standard from a HUD approved certification agency is desirable. If not, apply learning and experience towards attaining a certificate in Uniform Inspection and Physical Condition Standard from a HUD approved certification agency within one (1) year of employment.

Motor Vehicle Operator Identification: Selectee must (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

Supplemental Information: This is a **Non-Exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

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: All interested candidates must submit complete Employment Application, with updated Resume attached. Applicants can visit www.snrha.org click on employment tab and complete Employment Application on job portal. 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 6:00 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.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER