



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #039-2022

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607.

ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 10/26/2022

Deadline: 11/16/2022

MAINTENANCE SUPERVISOR

P & A HOUSING

Salary: \$42,411 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs difficult skilled trades work participating in and overseeing the work of crews engaged in the maintenance, construction, installation, and/or repair of buildings, HVAC, plumbing, and/or electrical systems, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Property Manager. Continuous supervision is exercised over Maintenance Mechanics.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Supervises and coordinates assigned personnel in renovating, repairing, and maintaining Authority buildings and grounds; reviews the work of crews to ensure assignments are properly completed on a

timely basis.

Reviews workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments in order to plan and perform maintenance activities.

Generates work orders in response to requests for repairs from residents; closes out work orders in accordance with established procedures.

Meets with and oversees the work of contractors; inspects job sites to ensure conformity to established plans and specifications and standards of quality; prepares scope of work; approves payments.

Orders supplies, materials, equipment, tools, etc.; maintains inventory.

Supervises and participates in groundskeeping activities; picks up trash and bulk items, trims bushes and trees, repairs fencing and exteriors of buildings.

Supervises and participates in maintenance activities including electrical, plumbing, carpentry, and other trades.

Trains crew in proper maintenance techniques and safety procedures.

Maintains records of all work performed by crew including labor, equipment, materials, and supplies; reviews work orders, resident charges, inventory, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with maintenance policies.

Assists with the recruitment and selection of staff; assigns, directs, and inspects the work of crews; coaches, counsels, disciplines, and evaluates staff performance.

Diagnoses problems and provides technical guidance and assistance to assigned employees for the safe, cost-effective, efficient, and timely maintenance of housing stock, grounds, equipment, supplies, and materials.

Conducts inspections of units and grounds; recommends and performs unit renovations as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the methods, practices, tools, and materials used in building maintenance and repair work related to public, private, and commercial housing;

Thorough knowledge of the building trades; thorough knowledge of the occupational hazards and safety precautions of the trade;

Ability to supervise, instruct, and train employees in proper methods and use of equipment; ability to inspect the work of others to ensure safety and proper completion of work;

Ability to identify maintenance and repair problems;

Ability to perform manual work requiring some physical strength and agility;

Ability to work from sketches, blueprints, and drawings; ability to complete and maintain records and logs;

Ability to use independent judgment and discretion in supervising subordinates; Ability to establish and maintain effective working relationships with associates, tenants, contractors, vendors, and the general public.

EDUCATION AND EXPERIENCE:

(The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

High school diploma or GED and considerable experience in public housing facility maintenance including supervisory experience in the construction/building trades, or equivalent combination of education and experience.

WORKING CONDITIONS:

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain REAC, Fair Housing, Electric, and Plumbing certifications within six months of hire. Obtain HVAC certification within one year of hire.
Valid driver's license in the Commonwealth of Virginia.