NEW JOB OPENING NOTICE

May 18, 2020

1) Position Title: Lead Asset Maintenance (LIHTC/PBRA)
2) Job Type: Full-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: High School Diploma or G.E.D with a minimum of five (5) years’ verifiable experience in housing maintenance or related field, with one year of similar leadership capability experience. HVAC State Certification required.
5) Major Duties and Responsibilities: Inspect vacant units for needed repairs. Coordinate repairs with Asset Manager. Schedule and assign work order requests according to maintenance priorities and procedures, document and keep accurate records of work performed. Perform major and minor repairs not requiring licenses, including but not limited to; carpentry, painting, plumbing, minor plastering, HVAC, electrical, masonry, cleaning, installations, etc. Review residents work order requests as assigned to determine maintenance needs. Coordinate unit inspections after work is completed. Perform and/or assist with landscaping tasks, i.e., mowing, trimming, cleaning, planting, edging, pest control, etc. Responsible for prompt vacancy turnarounds and appliance installations and repairs. Perform on-call emergency services as required. Clean and maintain areas, including but not limited to: vacant units, offices, lobbies, shops, and the removal of trash and furniture. Maintain security, safety, and good operating condition of tools and equipment. Perform other related duties and support of strategic goals as required.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.net. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position Open Until Filled. No Phone Calls Please.

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

CLASSIFICATION: LEAD ASSET MAINTENANCE

REPORTS TO: ASSET MAINTENANCE SUPERVISOR

EFFECTIVE DATE: APRIL 15, 2020

Position Description

The Lead Asset Maintenance reports to the Asset Manager in conjunction with the Compliance Manager or his or her designee. The incumbent is responsible for maintenance operations of a public housing development, and perform the maintenance tasks required while maintaining the properties in an appropriate, safe and sanitary living environment.

Major Duties and Responsibilities

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including working in other functional areas to cover absences or to provide relief, to equalize peak work periods or otherwise balance the workload. The position description compiles with the Americans with Disabilities Act.

1. Inspect vacant units for needed repairs. Coordinate repairs with Asset Manager and Compliance Manager or designee.

2. Schedule and assign work order requests according to maintenance priorities and procedures, document and keep accurate records of work performed in units, building exteriors and grounds.

3. Assist with work assignments of the maintenance staff and contractors and ensure completion of work performed.

4. Assist Asset Manager with move-ins, move-outs, evictions and annual inspections.

5. Perform major and minor repairs not requiring licenses including, but not limited to, carpentry, painting, plumbing, minor plastering, HVAC, electrical, masonry, cleaning, installations, etc.

6. Review residents work order requests as assigned to determine maintenance needs. Take appropriate action to repair or notify supervisor as needed.

7. Coordinator unit inspections after work is completed.

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8. Perform and assist with landscaping tasks, including but not limited to, mowing, trimming, cleaning, planting, edging, pest control, etc.

9. Perform maintenance tasks, including but not limited to, cleaning units, replacing glass & screens, clean appliances and fixtures, cabinets, windows, assist in installation, and/or removal of appliances and/or with minor general maintenance repairs.

10. Complete daily work order reports, including but not limited to, reporting materials used, completion time, appropriate comments and recommended charges.

11. Clean and maintain areas, including but not limited to, vacant units, offices, lobbies, shops and the removal of trash and furniture. Report problems to Asset Manager when noticed.

12. Maintain security, safety and good operating condition of tools and equipment. Make minor repairs. Report major repairs, unsafe conditions and/or missing tools and equipment to immediate supervisor.

13. Maintain and control inventory materials and supplies that is not stored in warehouse.

14. Perform on-call emergency services as required. May operate heavy equipment to repair and replace water and lines and sidewalks.

15. Work with contractors on-site to fulfill a variety of functions, such as plumbing and sewer issues.

16. Perform trash and debris removal, including limbs to maintain the agency desired curb appeal. Prepare sites to eliminate possible hazards.

17. Monitor safety of workers and contractors to assure that operations are handled in the safest manner possible.

18. Perform any other related and appropriate duties and support of strategic goals as required.

 Abilities, Knowledge, Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

2. Ability to apply common sense understanding to carry out detailed, written and oral instructions.

3. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

4. Ability to deal with problems involving a few concrete variables in standardized situations.

5. Ability to operate all cleaning equipment and general maintenance tools.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

7. Ability to reliably and predictably carry out duties.

8. Ability to respond to common inquiries or complaints from customers.

9. Ability to speak effectively before groups of customers or employees of organization.

10. Ability to work independently.

11. Ability to work overtime when required.

12. Ability to work safely.

13. Ability to work with electrical, carpentry and painting, etc.

14. Ability to write routine reports and correspondence.

15. Knowledge of building cleaning practices, supplies and equipment.

16. Ability to use cleaning supplies and equipment economically and efficiently.

17. Knowledge of departmental programs and policies and procedures.

18. Skilled in operating the more common types of machine shop, woodwork or grounds equipment.

19. Skilled in plumbing, electricity, carpentry and HVAC.

20. Skilled in safe work practices.

21. Ability to complete work to “Industry Standards” conditions.

**Supervision:** None.

**Working Conditions:** The work environment characteristics described here are representative of those an encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals and to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dangerous heights, dangerous chemicals and skin irritants (e.g. cleaning solutions, solvents, insecticides), dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Stressful situations may occur when dealing with the public. The employee use goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.
**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and on occasion lift and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to work while standing for extended periods of time. Must be able to operate power tools as it relates to carpentry, electrical and plumbing. Must be able to use and interpret the reading on a voltage tester. Ability to work in tight or cramped spaces such as attics and crawl spaces; ability to work in these positions for extended periods of time. Ability to climb a ladder to gain access to work areas.

**Minimum Education, Training and/or Experience**

1. High School Diploma or GED.

2. Minimum of five (5) years verifiable experience in housing maintenance or related field, with one (1) year of similar leadership capability experience.

**Special Requirements**

1. Possession of a valid Alabama drivers’ license and safe driving record for those required to drive or allowed to drive on behalf of HABD.

2. Must possess or within one year from date of hire, possess and/or enroll in a program to obtain a State Certificate of Journeyman Gas and Pipe Fitter or Electrician.

3. HVAC State Certification required.

4. Commercial Driver License preferred.