

HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION

Job Title: Maintenance Manager

Department: Maintenance

Supervisor: Executive Director

Supervises: Administrative Assistant, Crew Leaders, Maintenance Technicians and Maintenance Office Clerk

FLSA: Exempt

Job Position: Key Position

Position Summary:

The Maintenance Manager is responsible for the management functions including planning, organizing, directing and executing the operations and functions of the Maintenance Department within the Housing program administration and operations.

Duties and Responsibilities:

1. Develop and manage the Maintenance Department.
2. Must be able to prepare Work-Orders, Work-Write-Ups, Plans and Specifications.
3. Must be able to prepare change orders
4. Obtain Price Quotes.
5. Must be able to prepare cost estimates for various housing projects including renovation and repair projects.
6. Plans, manages and is responsible for the Maintenance Department.
7. Must maintain a safe work environment.
8. Must be able to work flexible schedules and hours.
9. Must be able to plan, organize, oversee work, work crews, maintain project files/records, supervise, evaluate staff, and generally be in charge of day-to-day operations.
10. Provide instruction to Maintenance crews in proper construction techniques and methods.
11. Provide direct oversight to multiple jobs/projects
12. Analyze and solve issues/problems directly related to maintenance and repair, rehabilitation or remodeling of residential units.
13. Make independent decisions effecting work related situations.
14. Review inspection, reports, gathers all necessary documentation including photos of damaged property due to a fire or storm damage. For all insurance claims; coordinate with the Insurance Adjuster Police and Fire Departments.
15. Attend Staff Meetings
16. Prepare reports

Maintenance Manager

Revised by B.O.C.

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17. Other duties as assigned by the Supervisor.

Knowledge, Skills and Abilities:

1. Knowledge of residential construction techniques and methods
2. Knowledge of construction management techniques and methods
3. Knowledge of supervisory techniques and methods
4. Knowledge of local City, State, and Federal Building Codes
5. Skilled in managing projects.
6. Ability to communicate effectively at all levels of housing operations (orally and written)
7. Ability to analyze and solve issues/problems encountered at the project work site
8. Knowledge of power tools, equipment, building supplies and materials used in the construction industry
9. Must have excellent verbal and written skills
10. Indian preference shall be used in the review and selection process.
11. Professional attire and appearance required
12. Trustworthiness
13. Professionalism required
14. Ability to accept criticism in a non-defensive manner.
15. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

Qualifications and Experience:

1. 3+ years direct experience in tear-outs, housing construction, repair, maintenance, rehabilitation, renovation, and remodeling of residential buildings
2. Experience in direct supervision of construction trade work crews
3. Experience in preparing bid estimates, obtaining price quotes, preparing plans and specifications, work write ups for rehabilitation and renovation projects
4. Ability to complete projects on time and within budget
5. Must possess and maintain a valid Oklahoma Operator's License and be insurable.

I have read and have a basic understanding of all the duties required for this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature

Date

Executive Director

Date