

**HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION**

Job Title: Crew Leader
Department: Development
Supervisor: Development Manager
Supervises: Maintenance Technicians
FLSA: Non-Exempt
Job Position: Key Position

Position Summary:

Performs direct field supervision of maintenance techs of the Housing Authority of the Sac and Fox Nation. Work includes managing a small crew by prioritizing projects, assigning work tasks, using equipment, maintaining records, monitoring work quality and work schedules.

Duties and Responsibilities:

1. Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
2. Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
3. Requisition materials and supplies, such as hand tools, equipment or replacement parts.
4. Inspect, test, and measure completed work, using devices such as hand tools or gauges to verify conformance to standards or repair requirements.
5. Monitor tool and part inventories and the condition and maintenance of shop to ensure adequate working conditions.
6. Perform skilled repair or maintenance operations, using such equipment as hand or power tools, hydraulic presses or shears, or welding equipment
7. Assists in the planning and operation of the construction/renovation projects of the Housing Authority Renovation Program for the Tribal Elders/Handicapped Individuals and other housing construction/renovation related activities.
8. Maintains progress schedule of each project to assure completion of project within the established time frames.
9. Responsible for inspections and the overall quality of work of each project.
10. Maintain all costs within the latest approved budget.
11. Maintain daily coding to each project.
12. All other duties as assigned by Supervisor.

Knowledge, Skills, and Abilities:

1. Ability to communicate effectively, orally and in writing with crew members, tenants, authority staff, contractors and vendors.
2. Knowledge of HUD & other Federal regulations helpful.
3. Knowledge of standard construction practices involved with housing construction and renovation.
4. Knowledge of lumber, materials, craft tools, equipment and their application to particular projects.
5. Knowledge of building codes, fire codes, and safety codes.
6. Ability to conduct documented inspections of housing units and to recommend cost effective actions to prolong the usefulness of the housing unit.
7. Must have excellent verbal and written skills
8. Indian preference shall be used in the review and selection process.
9. Professional attire and appearance required
10. Trustworthiness
11. Professionalism required
12. Ability to accept criticism in a non-defensive manner.
13. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

Education and Experience:

1. High School diploma or GED.
2. 3+ years direct experience in tear-outs, housing construction, repair, maintenance, rehabilitation, renovation, and remodeling of residential buildings
3. Experience in direct supervision of construction trade work crews
4. Must possess a valid driver's license and be insurable.