

HOUSING MAINTENANCE SUPERINTENDENT

63720

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the overall coordination and supervision of all maintenance work in multiple public housing developments and tax credit housing developments owned and/or managed by the Syracuse Housing Authority.

The supervised work includes: 1.) Vacant apartment preparation which entails structural repairs (electrical, plumbing and carpentry), appliance repairs, painting, floor repairs and refinishing, ceramic tile work, and cleaning as necessary to produce a finished high quality, marketable unit for reoccupancy; 2.) Routine and emergency structural and appliance work order repairs; 3.) Cleaning of public areas in buildings and outdoor entrance areas; 4.) Outdoor infrastructure such as sidewalks, fences, play equipment, etc. An employee in this class exercises general supervision over a large number of personnel through subordinate Housing Maintenance Crew Leaders., and receives general supervision from the Housing Property Managers of the various developments. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans, schedules and assigns building cleaning, vacant apartment preparation work, and routine and emergency maintenance repairs by deciding priorities, by assigning crews to work sites, reviewing employee records of completed work, and performing follow-up accountability and quality control field inspections of completed work.

Coordinates the scheduling of vacant apartment preparation and determines work priorities through participation on the property management team and other liaison activities with the Housing Property Managers.

Checks status of assigned work through on-site observations, daily discussion with crew leaders and review of crew leaders' punch lists.

Identifies the work needed by performing surveys and inspections. This identifies work required for HUDs Real Estate Assessment Centers (REAC) Public Housing Assessment System (PHAS) inspection protocols, for the liability inspection protocols required by various insurance companies, and other inspection and reporting protocols required by tax-credit project investors.

Keeps records pertaining to HUD performance standards, departmental performance and equipment and supply expenditures.

Recommends to supervisor equipment and supply needs, action to be taken for repairs or improvements; estimates costs for maintenance and repairs.

Supervises assigned staff and recommend applicants for employment or employees for promotion, discipline or termination.

Authorizes and obtains services from outside businesses including, vacant apartment preparation, equipment rentals and equipment repairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of structural building trades, including mechanical and electrical.

Thorough knowledge of the methods and practices of planning, scheduling and assigning maintenance and repair activities.

Thorough knowledge of building maintenance and repair.

Good knowledge of building cleaning practices.

Good knowledge of the principles and practices of supervision.

Ability to supervise in a manner conducive to full performance and high morale.

Ability to establish effective working relationships with others, including employees, supervisors, contractors and SHA residents.

Ability to communicate effectively both orally and in writing.

Ability to plan and schedule work.

Ability to maintain records.

MINIMUM QUALIFICATIONS

Promotion:

Two (2) years of permanent competitive class status as a Clerk of the Works I or Coordinator of Production, Planning and Control.

Open Competitive:

Seven (7) years of work experience, or its part-time equivalent, in building maintenance and repair which included carpentry, plumbing and electrical work, three (3) years of which must have been in a supervisory capacity.

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