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## **JOB DESCRIPTION**

**Job Title: Maintenance Superintendent Full Time (40 hours per week, Salaried, Exempt)**

**Responsible To: Executive Director**

### **I. The Mission of the Falmouth Housing Authority**

The Falmouth Housing Authority is committed to ensuring safe, decent and affordable housing by working cooperatively with community, state, federal and local officials. The Falmouth Housing Authority (FHA) always endeavors to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.

### **II. Job Statement**

This is a non-union position. The purpose of the Maintenance Superintendent is to support the mission of the Falmouth Housing Authority in a wide range of activities. Work involves the supervision of the janitorial, grounds keeping and general maintenance activities for housing authority units, including the administrative office(s). Must be able to perform general needs assessments to determine janitorial, grounds keeping and maintenance work required. Assigns, supervises and reviews the work of maintenance workers; and engages in maintenance and janitorial work. Works under hazardous and/or adverse conditions, weather and/or job relocation related, generally required. Receives direct supervision from the Executive Director.

The incumbent supervises the union maintenance team, including, but not limited to the maintenance administrative assistant and maintenance mechanic laborers, aides, janitors/maintenance personnel, in a variety of property maintenance activities including, but not limited to, electrical, plumbing, painting and other building repairs, as well as grounds keeping and snow removal.

Coordinates workforce leaves. Evaluates performance and communicates performance issues to the Executive Director.

### **III. Job Description**

#### **Objective A – Program Activities**

The below statements are intended to describe the general nature and scope of work being performed by this position. Management and employees must also refer to the AFCME Union Contract for additional guidance. This is not a complete listing of all responsibilities, duties and/or skills required. **Other duties may be assigned.**

#### **Principle Duties**

Inspects buildings or apartments to ensure working condition of elevators, fire alarms, smoke detectors, fire extinguishers, emergency lighting, and emergency generators. Inspects boilers, pumps, air conditioning units, water heaters and other mechanical systems and building structures to ensure safe and/or proper working condition. Identifies needed repairs. Performs routine repair and preventive maintenance, including painting. Provides reports on the condition of key equipment and building systems.

Schedules, deploys and supervises maintenance workers engaged in cleaning and maintaining assigned buildings and grounds. Assigns, supervises, and reviews work; provides assistance and

guidance as needed; and produces or participates in performance evaluations.

Assists in the implementation of the work order system by coordinating and deploying personnel as required.

Cleans assigned buildings and grounds. Cleans vacant apartments and prepares them for new tenants; and prepares apartment condition checklist.

Responds to call backs to work sites in response to emergencies and maintenance needs that may involve traveling to work site or responding via telephone.

Coordinates work performed by outside contractors on assigned buildings if required. Purchases necessary cleaning and maintenance supplies. Recommends the purchase of necessary maintenance equipment.

### **Objective B – Operational Excellence**

1. Adherence to FHA and AFSME policies
2. Initiate/return phone calls, e-mails and letters within required time frames.
3. Maintain a high level of daily productivity.
4. Ability to maintain confidentiality, safeguard sensitive information and adhere to Federal Privacy Act.
5. Manage several tasks at once, anticipate and identify problems putting forward solutions that are creative, innovative and flexible.
6. Monitor and accurately interpret rules and regulations relating to the maintenance management of housing authority programs; work effectively with people representing diverse cultural and ethnic backgrounds; communicate clearly and effectively; orally and in writing; establish and maintain effective working relations with other staff, participants, vendors, and community organizations.
7. Ability to identify issues/concerns and direct them to appropriate personnel as required.
8. Attend trainings, workshops, and educational opportunities, as assigned.
9. Meet weekly with Management personnel to review projects, needs, challenges and successes of the maintenance department
10. Schedule and attend meetings with vendors, state and federal agencies as required
11. Attend monthly board meetings
12. Continuously provide excellent customer service and support
13. Ability to establish and maintain working relationships with local agencies, vendors, and FHA personnel.

### **Minimum Requirements**

- General knowledge of the principles of supervision, modernization, building construction and maintenance principles, practices and techniques.
- General knowledge of the procedures, techniques and supplies used to clean buildings and perform routine groundskeeping work; implementation of Green principles and energy efficiency practices.
- Must have a working knowledge of procurement and storage practices
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- Ability to bend, squat, and lift in the performance of inspection, janitorial and grounds keeping duties.
- Ability to perform manual labor, use various cleaning supplies and equipment.
- Ability to prepare, research, document and maintain records related to the building systems and unit maintenance performed
- Ability to schedule and perform portfolio needs assessments; develop routine and emergency maintenance schedules
- Ability to read service orders, invoices, labels on cleaning supplies, and to read operating manuals for assigned equipment
- Ability to prepare and/or follow oral and written instructions
- Ability to meet and deal with others, such as tenants and organizations of tenants, where there are likely to be sensitivities
- Ability to issue clear and concise oral and written instructions and to train others in general maintenance practices.

- Must be able to work within budget parameters to identify and schedule occupied unit reconditioning
- Must be able to work in hazardous and adverse conditions, such as (but not limited to) sleet, snow, cold, dust and dirt, as well as cramped quarters and high places.
- Clean driving record

**Physical Requirements**

- Ability to tolerate sustained periods of walking, standing, sitting
- Ability to communicate in a clear and precise manner
- Ability to kneel, bend and carry items
- Frequent use of company-assigned phone use required
- Ability to use computer, tablet and cell phone
- Ability to perform repetitive movements

**Work Environment**

- The functions of this role require work to be performed both in and out of the administrative office, including in a tenant’s unit and in the common and secured areas of the residential properties within the portfolio.

**AAP/EEO STATEMENT**

FHA is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

- It is also the policy of FHA to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

- Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain an exhaustive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

- Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Must obtain federal, state and local background clearances and pass a drug screening test. A cover letter and resume detailing your qualifications and experience must be submitted as an expression of your interest in this position. The Falmouth Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. Reasonable accommodations will be provided to individuals with disabilities. FHA is an EEOC/AA employer

