

# Housing Authority of City of Milwaukee

## CLASS SPECIFICATION TITLE:

### Maintenance Director

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
D	5	1	Exempt	Maintenance Operations	Senior Asset Director

#### **CLASS SUMMARY:**

This position is responsible for managing the operations of the department. Responsibilities may include supervising staff; inspecting completed work; and maintaining related programs.

#### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Inspects completed maintenance on properties to ensure compliance with regulations and standards.
3.	Maintains preventative maintenance and other programs to ensure proper completion of maintenance tasks.
4.	Manages HVAC, electrical, plumbing, and other maintenance project operations to ensure efficiency and effectiveness; provides technical assistance to staff in completing HVAC, electrical, and other maintenance projects.
5.	Oversees daily maintenance tasks to ensure proper completion.
6.	Responds to emergency maintenance requests; assigns maintenance requests to staff.
7.	Performs other duties of a similar nature or level.

#### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Associate's degree in related field; 5-7 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

#### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Plumbing systems;
- Carpentry practices and techniques;
- Electrical concepts;
- Mechanical systems;
- Supervisory principles;
- Applicable regulations and standards;
- Applicable tools and equipment;
- Project management.

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### **Independent Judgment/Decision Making/Problem Solving:**

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and preforms needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

### **SKILLS** (position requirements at entry):

Skill in:

- Supervising staff;
- Inspecting maintenance work;
- Overseeing daily operations;
- Maintaining program operations;
- Providing technical assistance to staff;
- Assigning staff work;
- Performing various maintenance tasks;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR