

# HOUSING AUTHORITY OF THE CITY OF CARROLLTON

## POSITION VACANCY ANNOUNCEMENT

*"AN EQUAL OPPORTUNITY EMPLOYER"*

**DATE OF VACANCY:** November 13, 2017

**POSITION TITLE:** Maintenance Manager

**LOCATION:** Carrollton, GA (45-mins West of Atlanta)

**DEPARTMENT:** Maintenance

**CLOSING DATE FOR CHA EMPLOYEES:** November 10, 2017

**DATE POSITION WILL BE OPENED TO THE PUBLIC:** November 8, 2017

**DATE POSITION WILL BE CLOSED:** November 29, 2017 @ 4pm

**SALARY:** Depending on Experience and Qualifications

**ALL QUESTIONS OR THOSE WISHING TO APPLY SHOULD SEND A COVER LETTER, RESUME AND LIST OF REFERENCES TO:**

Jodie Goodman  
P.O. Box 627  
Carrollton, GA 30112

770-830-2046 FAX – 770-834-8708

Website: [www.carrolltonhousingauthority.com](http://www.carrolltonhousingauthority.com)

E-mail Address: [jodie@carrolltonhousingauthority.com](mailto:jodie@carrolltonhousingauthority.com)

### **GENERAL STATE OF DUTIES:**

Under the supervision of the Executive Director, the Maintenance Manager performs a variety of maintenance tasks and general repairs in one or more of the building trades, i.e. HVAC, plumbing, renovation and repair of buildings, building equipment and/or fixtures, while specializing in general maintenance. The Maintenance Manager also plans and coordinates ongoing skilled work of Mechanics assigned to developments. The Maintenance Manager is responsible for managing a department of 5-6 full time employees.

### **EXAMPLE OF WORK:**

Performs a variety of maintenance tasks and general repairs in one or more of the building trades specializing in one or more crafts, such as installation of plumbing fixtures, guttering and minor roof repair and repair of windows, window screen and storm doors, etc.

- Performs general maintenance work in carpentry, air condition, heating, heat pumps, electrical, plumbing, drywall, general maintenance and the installation and duct work, roofing, aluminum siding, welding, burning and fabrication.
- Repairs furnaces, heat pumps and other heating, ventilation and air condition equipment.
- Installs and repair kitchen cabinets, sinks and hang doors; controls the building and repair of cabinets, shelving, door frames and other carpentry work; the installation of rock lath and plaster in wall and ceiling repair, mechanical and minor plumbing and electrical repairs and performs paint preparations and operations.
- Troubleshoots a variety of maintenance problems and participates in preventive maintenance and emergency repair and new construction.
- Plans, schedules and organizes the daily work schedules and estimates job materials of Mechanics assigned to the development.
- Inspects jobs to insure conformity to established plans and specifications and standards of quality.
- Oversees the usage and maintenance of tools and equipment and orders supplies, materials, equipment, tools, etc. necessary in the performance of work.
- Checks completed jobs for compliance with instructions and quality control; completes work performance documents, i.e. work request and man-hour accounting forms.
- Reads and interprets plans and blueprints.
- Maintains equipment in clean and orderly condition
- Performs general janitorial duties

- Attends meetings as requested
- Observes all safety rules and regulations
- Job duties, responsibilities, specifications, and other job aspects may be changed as needed; performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of common methods, materials, tools and equipment used in the building trades outlined above.
- Working knowledge of heat pumps and air conditions systems
- Knowledge of applicable code requirements and standards for various crafts
- Diagnose problems and make repairs and adjustments to equipment
- Must be familiar with the use of maintenance equipment, hand and power tools and equipment of the trade and ability to instruct others in the same.
- Ability to execute an annual preventive maintenance program for housing communities
- Ability to read and interpret architectural drawings
- Ability to prepare estimates of material and labor for particular jobs.
- Ability to conduct annual and routine inspection of residential housing units.

**SPECIAL REQUIREMENTS:**

- Must have a valid Georgia State Driver's License.
- Dependability in attendance and ability to execute work assignments diligently and conscientiously without close supervision; work independently in the absence of specific instructions and under pressure and with time restraints.
- Must have the ability to understand and follow oral and written instructions and communicate clearly and show good judgment according to Authority policies and procedures.
- Ability to interact effectively, professionally and with courtesy with staff, co-workers, residents and the general public.
- Participates in the interview process of staff and makes hiring recommendations. Performs supervisory duties including but not limited to setting standards for work performance, communicating standards to employees, assigning and coordinating work; promoting, developing, disciplining and counseling employees on performance and conducts performance evaluations. Approves leave and ensures timely completion and processing of attendance records.
- Promotes a positive image of the Authority by establishing and maintaining to the greatest extent possible a viable and positive working relationship with co-workers, local agencies and all appropriate agencies of the City with which the Authority may come into contact.
- Must be available to work during emergencies and other unscheduled working hours and must be accessible, preferably by telephone, by pager or other effective means.
- Employee's medical competency to wear a respirator while performing certain jobs is required; beard may have to be shaved.
- Being familiar with and/or having experience as a Housing Quality Standards (HQS) inspector and/or a familiarity with Uniform Physical Condition Standards (UPCS) a plus.

**PHYSICAL REQUIREMENTS:**

- Sufficient manual dexterity to allow operation of a variety of maintenance power equipment and tools.
- Ability to lift, reach, pull or push supplies and equipment up to a weight of 50 pounds.
- Ability to operate vehicles equipped with a manual transmission.
- Ability to stoop, kneel, bend, stretch, crawl and climb a ladder, etc.
- Ability to physically access apartment dwellings.
- Ability to perform job assignments in inclement weather.
- Ability to move, carry and/or operate objects and materials such as pencils, legal pads, etc.
- Ability to operate an automobile and be insurable by an automobile insurance carrier and possess and maintain a valid Driver's License issued by the State of Georgia throughout duration of employment.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Any combination of education equivalent to graduation from high school or vocational/technical study in one or more of the building trades. Four to six years' experience in one or more of the building, mechanical, plumbing and HVAC trades; operation and repair of heating and air conditioning system and boiler units. Experience in managing others with a proven track record of completing assignments on time.

***THE HOUSING AUTHORITY OF THE CITY OF CARROLLTON RESERVES THE RIGHT TO CLOSE OR WITHDRAW THIS POSITION AT ANY TIME.***

For applicants that require special accommodations in order to apply for positions, please contact the Social Services Manager, Jodie Goodman, at (770) 834-2046 ext. 101 or [jodie@carrolltonhousingauthority.com](mailto:jodie@carrolltonhousingauthority.com) for assistance.

**ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, COLOR, DISABILITY, NATIONAL ORIGIN, SEXUAL PREFERENCE, VETERAN STATUS OR FAMILIAL STATUS.**

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