



JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor
CLASSIFICATION: Non-exempt
STATUS: Full Time

JOB STATEMENT:

The Maintenance Supervisor serves to coordinate, supervise, and manage all maintenance related activity, while also working in the field and at a front-line level, as is necessary. This position is responsible to provide direction to all maintenance staff and ensure all work is being performed in a timely manner with attention to quality, thoroughness, and safety (whether by maintenance staff or contractors). Incumbents of this position are expected to undertake, and perform, a variety of skilled work in the maintenance and repair of West Valley Housing Authority (WVHA) properties and equipment.

SUPERVISION:

Received - This position reports directly to the Executive Director.

Exercised - This position is responsible for the direct supervision, and management, of all full-time, part-time, and temporary personnel performing maintenance related work for the agency.

ESSENTIAL DUTIES:

Duties required to be effectively performed by staff in this position include, but are not limited to:

- Provision of supervision and direction to all reporting personnel in the direct oversight of all maintenance related operations; including recruitment, discipline, and discharge of staff.
- Prioritize, schedule, and oversee the work required to properly maintain all properties of the agency.
- Respond to, and ensure performance of the work required to adequately address, maintenance requests such as: work orders, unit turnovers, call-outs, and others as assigned.
- Conduct, and/or direct other maintenance to perform, the work required for preparation of a turnover. (Cleaning, painting, general repairs, plumbing, electrical, and etcetera as necessary to prepare the unit for a new lease-up.)
- Record own, and oversee other, maintenance staff's, completion of work orders by properly detailing time spent, materials used, and a brief summary of the work performed.
- Identify need for, and initiate procurement of, maintenance equipment, supplies, services and materials in accordance with the agency's procurement policy.
- Oversee the accuracy, integrity, and accounting of inventory usage and ensure an adequate supply of regularly used, materials / supplies is maintained.
- Properly operate, maintain, and/or perform minor repairs on all equipment used.
- Ensure all equipment is being serviced and maintained in accordance with manufacturer's recommendations and/or industry standards and advise staff of deficiencies as necessary.
- Participate in, and oversee, the performance of routine grounds work throughout the year. (Mowing, trimming, edging, blowing, racking, fertilizing, pruning, dethatching, aerating, weed control, and etcetera necessary to maintain a manicured appearance.)
- Participate in the performance of inspections, as directed, and perform the work necessary to address any noted deficiencies. (Uniform Physical Conditions Standards (UPCS), Hazard / Safety Assessments, and etcetera.)
- Work to ensure timely removal, or control, of any safety hazard that presents a risk of harm including, but not limited, electrical hazards, sharp edges, slip or fall hazards (snow, ice, leaves,

branches, uneven surfaces, wet surfaces, obstacles, etcetera), fire hazards, unsafe equipment or use, unsafe storage, and etcetera.

- Ensure all work is performed in accordance to industry standard, manufacturer's instructions, and/or in compliance with all Federal, State, or local codes, regulations, and/or laws.
- Assist in the identification of capital improvement needs, prioritization of capital improvement projects, and contract preparation, solicitation, and oversight.
- Provide appropriate training and guidance to maintenance staff in the performance of their work; including ensuring proper, personal protective equipment is being used appropriately and all work is performed in a safety-conscious manner.
- Maintain a respectful and courteous manner in dealing with vendors, contractors, tenants, and staff.
- Perform other duties and tasks as assigned.

All of the Essential Duties are to be performed in a timely and effective manner.

JOB REQUIREMENTS:

- Minimum of a high school diploma or equivalent. (AA, BA, or BS degree is preferred, but not required.)
- Previous experience in managing personnel including the ability to communicate, delegate, train, coach, counsel, and discipline employees effectively.
- Possession of a valid Oregon Driver's license and evidence of an acceptable driving record.
- A minimum of 5 years of previous, general experience with, and basic competency in, all facets of building repair and/or maintenance including: carpentry, painting, plumbing, electrical, janitorial, grounds-keeping, and general repair. (Any combination of education, training, or work experience providing the necessary knowledge will be considered).
- Ability to consistently and safely use basic, mechanical hand tools, power tools, and equipment.
- An attention to detail and the initiative to proactively correct deficiencies.
- Ability to pass a criminal background check to the satisfaction of WVHA.
- Intermediate understanding of computer and software programs such as: e-mail, work order systems, word processing, and spreadsheet programs.
- Experience in completing work orders or other, record-keeping devices.
- Good manual dexterity (hand-eye coordination) and problem-solving skills.
- Strength and stamina to perform physically demanding work for a standard, work day, and work week, with the ability to work overtime as needed.
- Must be accessible for off hour call-outs in the event of security and/or maintenance emergencies.
- General knowledge, and application, of equipment maintenance and repair.
- Knowledge of general safety and the proper use of the personal protective equipment appropriate, or necessary, for the task(s) being performed.
- Ability to lift up to 60 pounds and manipulate (push/pull) loads with up to 120 pounds of force.

WORKING CONDITIONS:

Work is performed indoors and out of doors with exposure to all weather conditions. Time spent performing functions (typing, calculating, etc.) on a computer will vary from day to day and involve repetition of tasks. The employee is frequently exposed to moving mechanical parts and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, harsh and abrasive cleaning products, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud. Work in this position will generally include, but is not limited to, pushing, pulling, lifting, bending, reaching, crouching, and twisting. This position establishes a standard work week, but the incumbent will be required to work overtime hours for emergencies and as the need arises. Occasional, overnight travel for training may be required.

PERSONNEL INFORMATION

PROBATION PERIOD – New employees in professional, technical, and supervisory positions shall serve a Probationary Period of twelve full calendar months. All other new employees shall serve a Probationary Period of six full calendar months. Any interruption of service during the Probationary Period shall not be counted as part of such period.

SALARY ADJUSTMENTS – Salary increases are not automatic, but rather are based on the performance level of the employee. All salary increases, with the exception of salary increases resulting from classification changes, shall be recommended through the performance appraisal system. Newly hired employees beginning at the lowest level of the pay scale will be reviewed for a salary increase at completion of six (6) full calendar months. All others are reviewed for a salary increase at twelve (12) full calendar months.

EVALUATIONS - Evaluations of job performance will be performed by supervisors at mid-probation, and at the end of the probation period, and no less than annually thereafter.

VACATION LEAVE -Vacation leave is accrued at the rate of 8.0 hours per month, credited on the last day of that month, increasing after five (5) years of employment. Vacation leave may not be utilized during the first six (6) months of employment.

SICK LEAVE - Sick leave is accrued at the rate of 8.0 hours per month, credited on the last day of that month. Sick leave is available for use following 30 days of employment, as defined in the personnel policy.

PERSONAL LEAVE DAY – One (1) Personal Leave Day is provided to employees based on the calendar year. It must be used as an 8-hour increment and it cannot be carried over to the next calendar year nor can it be paid off at termination. This Personal Leave Day may not be utilized during the first six (6) months of employment.

ADMINISTRATIVE LEAVE - Administrative leave of forty-eight (48) hours per fiscal year is available to employees in executive, administrative or professional capacities, who are in “exempt” positions under the Fair Labor Standards Act or State statute and who are not eligible for overtime compensation. The number of hours will be prorated for new employees working less than twelve (12) months in the fiscal year.

BENEFITS - Effective dates vary from approximately 30 – 90 days, depending upon the coverage being bound and underwritten by the different insurance carriers as follows:

1. **Health, Vision and Accident Insurance - Kaiser or Blue Cross/Blue Shield of Oregon Preferred Provider**
Employee and family coverage: Employee pays 15% of premium (effective the first of the month following date of hire).
2. **Dental Insurance – Willamette Dental at 15% of premium – Kaiser and ODS are available at additional premium**
Employee and family coverage: Employee pays 15% of Willamette Dental premium (effective the first of the month following date of hire). ODS and Kaiser are available at 15% of Willamette Dental premium plus the cost difference between Willamette Dental and Kaiser Dental or Willamette Dental and ODS Dental premium.
3. **Short-Term Disability Insurance - UNUM**
Coverage: Employee only (effective the first of the month following date of hire).
4. **Long-Term Disability Insurance - UNUM**
Coverage: Employee only (effective the first of the month following date of hire).
5. **Long-Term Care - UNUM**
Coverage: Base policy - Employee only. Increased coverage optional - Employee pays. Benefit available for selected family members - Employee pays (effective 90 days after the first of the month following date of hire).
6. **Term Life Insurance – The Hartford Insurance Company**
Coverage: Employer Paid: Employee (\$10,000), dependents (\$2,000). Supplemental Life – Available for Employee, Spouse and Dependents - Employee pays (effective the first of the month following date of hire).

BENEFITS - Effective First Day of Month Following Six (6) Months of Continued Employment

7. **Retirement - Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)/ Individual Account Program (IAP) as applicable** - Contribution of 6% of monthly (pickup) in addition to Employer share. Effective full six months after PERS waiting period.
8. **Deferred Compensation Plan – ICMA** - Participation: Optional.