

# Rural Communities Housing Development Corporation

## Position Description

<b>Position Title</b>	<i>Maintenance Manager</i>
<b>Position Class</b>	<i>Non-Exempt</i>
<b>Supervisory Responsibilities</b>	<i>None</i>
<b>Reports to</b>	<i>Director of Property Management</i>
<b>Work Site(s)</b>	<i>Corporate Office and Property Sites</i>

### General Duties and Responsibilities

The Maintenance Manager is responsible for the coordination of all Corporate facilities and property based maintenance, project work and related product procurement. The Maintenance Manager also facilitates the property maintenance and capital needs assessments. The Maintenance Manager works closely with the Regional Managers to ensure that budget, maintenance and capital need objectives and goals are met.

The Maintenance Manager will be responsible for training site maintenance employees. The Maintenance Manager will assist the corporate office and property management departments with the implementation of all policies and procedures. The Maintenance Manager is responsible for implementation and maintenance of the corporate offices and individual property site management plans.

The Maintenance Manager will formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of all maintenance records in compliance with various regulatory requirements. The Maintenance Manager will be responsible for maintenance of the property management software when it relates to inspections templates, work order templates, asset tracking and other related assignments as directed.

### Job Duties and Responsibilities

1. Update and monitor the completion of work orders assigned to site maintenance staff.
2. Manage maintenance related vendor and contractor services and contracts.
3. Manage and direct unit turn time to meet or exceed department objective.
4. Assist with full implementation of the property management software.
5. Develop and maintain standardized specifications for bidding of work.
6. Monitor and evaluate bids as they are received from vendors.
7. Develop and maintain a preventative maintenance program.
8. Develop and maintain basic time standards for the completion of all maintenance tasks.
9. Develop and maintain site specific inventory control and inventory systems
10. Define inventory re-order points.
11. Maintain and closely monitor all property maintenance ordering charge accounts.
12. Inspect all sites and facilities for cleanliness and curb appeal.
13. Inspect all sites and facilities for potential safety hazards.
14. Develop and implement routine and preventative maintenance practices.
15. Establish and maintain products use list and accompanying MSDS binders at all sites.
16. Ensure that all sites and facilities follow ADA Rules and Regulations.
17. Monitor compliance with OSHA and RCHDC safety standards for all locations.
18. Assist with physical needs assessment at all facilities as and when required.
19. Conduct and coordinate site pre-inspections prior to inspections by a 3rd parties.

20. Monitor the results of 3rd party inspections ensuring all required corrections are completed in the requisite timeframes.
21. Establish and maintain a safety-first culture by promoting and driving safe work practices, timely training, and best practices to promote safe behavior. Drive and promote safety culture with subcontractors, suppliers, and visitors.
22. Assist regional managers with financial objectives by analyzing monthly financial reports and helping to identify variance with the implementation of corrective action.
23. Assist in preparation of capital work planning.
24. Ensure the safety of facilities from fire, flood, and other hazards.
25. Other related duties as assigned.

## **Qualifications**

Qualifications include:

1. A combination of 5 years of education and/or experience related to Property Management maintenance.
2. Working knowledge and experience with OSHA rules and regulations and other safety policies and procedures.
3. Working knowledge of general contracting, maintenance, and building practices, procedures, policies, and regulations.
4. Ability to write business correspondence and procedures. Ability to effectively present information and respond to questions from individuals.
5. Ability to effectively train individuals in policy and procedures.
6. Ability to analyze technical procedures and instructions and write technical procedures and instructions.
7. Ability to collect data, establish facts, and draw valid conclusions.
8. Have staff training experience.
9. Must demonstrate good verbal and written communication skills.
10. Must be detail oriented and organized.
11. Ability to read, understand, and interpret government regulations.
12. Experience working with data software desirable.
13. Ability to learn and utilize property management software.
14. Ability to organize, work and prioritize tasks to meet deadlines.
15. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
16. A working knowledge and general understanding of Microsoft Office; proficient in Excel, Word, graphic software, and facility with the internet.
17. Ability to organize work and priorities to meet deadlines.
18. Ability to be available on-call 24 hours to answer emergency calls with locations.
19. Bondable

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

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By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_