



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: DIRECTOR OF MAINTENANCE
JOB TYPE: FT, EXEMPT

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire an experienced Director of Maintenance. Reporting to the President & CEO, the Director of Maintenance performs a wide variety of tasks involving maintenance of all Asheville Housing Authority dwelling and non-dwelling facilities, grounds, storage areas and automotive equipment and fixtures.

The Director of Maintenance is responsible for managing the operations of the department. Plans, directs, and supervises daily activities of maintenance teams, and establishes objectives and priorities for the department, while providing guidance and assistance to employees as needed to perform assigned work.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL FUNCTIONS

- Leads by example and serves as a role model for the standards and behaviors consistent with the core values and culture the Asheville Housing Authority
- Plans, organizes, schedules, and implements programs for all types of maintenance and establishes objectives and priorities.
- Gives assignments to maintenance personnel, specifying priorities, deadlines, and objectives. Assignments to staff will include what is to be done, deadlines, quality, quantity, and priority.
- Oversees the work of maintenance staff, providing functional supervision to supervisors and maintenance staff, including assigning, planning, and reviewing work.
- Evaluates work performance and completes performance evaluations, and manages the hiring, retention, and dismissal of employees

JOB POSTING FOR: DIRECTOR OF MAINTENANCE

- Reviews and performs quality control checks on maintenance, inventory and supply processes, budgets, and work order completion.
- Maintains preventative maintenance and other programs to ensure proper completion of maintenance tasks.
- Manages HVAC, electrical, plumbing, and other maintenance project operations to ensure efficiency and effectiveness, and provides technical assistance wherever required
- Participates in the development of scopes of work, requests for proposals (RFP's), invitations for bids (IFB's), requests for quotes (RFQ's), or indefinite-delivery, indefinite-quantity (IDQ) proposals.
- Meets with contractors, vendors, suppliers, or other individuals regarding property needs.
- Responds to emergency maintenance requests.
- Manages Fleet operations, and is responsible for overseeing maintenance training, reviewing, and providing technical guidance on assignments.
- Performs duties within scope of general authority policies, procedures, and objectives.
- Analyzes problems and performs need 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 President & CEO when deemed necessary

Note: The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to work well with and understand the problems of residents
- Maintains strong and clear verbal and written communications supervisors, subordinates, fellow employees, residents, and the general public
- Practices strong, fair, and consistent staff supervision skills
- Utilizes strong independent judgement, analytical and problem-solving skills, and recognizes when escalation is required

MINIMUM TRAINING AND EXPERIENCE

- Associates degree in Facilities Management, Engineering, Industrial Arts, or other related fields
- 3-5 years' experience in Facilities Management, Construction, or Maintenance fields
- Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform this job

SPECIAL REQUIREMENTS

- Valid North Carolina issued Driver's License
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

JOB POSTING FOR: DIRECTOR OF MAINTENANCE

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Physical demand requirements are in excess of those for Sedentary Work. Must be able to operate a variety of office machinery and equipment including computers, facsimile machines, calculators, copiers, printers, etc. Must be able to operate a motor vehicle. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount of constantly. May be required to operate a variety of small powered equipment, or move objects of up to 70 pounds occasionally, Requires the ability to stoop, crouch, climb and/or stretch arms, legs or other parts of body to grasp objects. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, logs, applications, appraisals, etc. Requires the ability to prepare correspondence, reports, forms, audits, appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control, and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone, email, video, and web conferencing.

BENEFITS

- Medical Insurance - (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays