

DIRECTOR OF MAINTENANCE
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving planning and supervising a comprehensive building maintenance and repair program for the Albany Housing Authority. Critical areas included in the program are maintenance of physical structures; vacant apartment preparation; implementing a centralized work assignment process; inventory and control of maintenance materials and equipment; and public housing modernization pursuant to regulations promulgated by the Federal Department of Housing and Urban Development. The work is carried out under the general direction of the Executive Director or assigned assistant. An incumbent in this class exercises general supervision over a small number of supervisory housing maintenance personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs an ongoing program of preventative maintenance and repair of approximately two thousand (2,000) public housing units of the Albany Housing Authority;
- Initiates and directs new programs of maintenance and repair, building cleaning and renovation for the Authority;
- Evaluates programs of maintenance and repair by written report and spot check observation;
- Advises and confers with Project Managers and Maintenance Forepersons regarding maintenance and repair emergencies, programs, needs, and remedies;
- Carries out performance appraisal and training of subordinate employees;
- Recommends appointments, terminations and promotions of maintenance personnel;
- Compiles annual operating budget for maintenance needs;
- Makes recommendations concerning new purchases and maintenance expenditures;
- Inspects maintenance work done by staff to insure timely completion and quality work;
- Assists subordinate personnel in resolving problems by providing advice, guidance and direction;
- Plans and develops new training programs for maintenance personnel;
- Supervises the requisition and inventory of central maintenance stores and equipment;
- Drives a vehicle in the performance of duties;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern large-scale buildings and grounds maintenance, repair and cleaning practices and procedures;
- Thorough knowledge of the operation of heating and ventilating equipment;

See Reverse Side

- Thorough knowledge of tools, terminology and practices of one or more of the mechanical or building trades;
- Good knowledge of federal, state and local rules and regulations relating to maintenance and repair functions in public housing;
- Ability to plan, organize and direct a comprehensive building maintenance and repair program;
- Ability to supervise and inspect subordinate employees work in a manner conducive to full performance and high morale;
- Ability to read and interpret plans, blueprints and specifications;
- Ability to understand, inspect and remedy defects in the maintenance and operations of buildings and equipment;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time paid work experience, or its part-time equivalent, in building maintenance and repair, three (3) of which shall have been in a responsible supervisory or administrative capacity; **OR**
- B. Eight (8) years of full time paid work experience, or its part-time equivalent, in building maintenance and repair, four (4) years of which shall have been in a responsible supervisory or administrative capacity; **OR**
- C. Any equivalent combination of training and experience as described in the limits of (A) and (B) above.

Promotional:

- A. One (1) year of permanent competitive class status as an Assistant Chief of Maintenance Operations in the Albany Housing Authority; **OR**
- B. Two (2) years of permanent competitive Class Status as a Maintenance Foreperson in the Albany Housing Authority.

SPECIAL REQUIREMENT:

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

Rev: 10/21/81
4/29/98
6/30/04