Director of Maintenance

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and supervising a comprehensive building maintenance and repair program for the Albany Housing Authority. Critical areas include in the program are physical plant, 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 (Albany Housing Authority) or his assigned assistant. An employee in this class exercises general supervision over a small number of supervisory housing maintenance personnel; does related work as required.

EXAMPLES OF WORK: (Illustrated only)

Directs an ongoing program of preventative maintenance and repair of some 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 Forman regarding maintenance and repair emergencies, programs, needs, and remedies;
   Recommends appointments, terminations, promotions of maintenance personnel, and carries out performance appraisal and training of subordinate employees;
   Compiles annual operating budget for maintenance needs and 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 inventorying of central maintenance stores and equipment.

REQUIRED KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTIC:
Through knowledge of modern large-scales buildings and grounds maintenance, repair and cleaning practices and procedures; through knowledge of the operation of heating and ventilating equipment; through 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 conductive 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:

Promotion: One (1) year of permanent competitive class status as an Assistant Chief of Maintenance Operations or two(2) years of permanent competitive class status as a Maintenance Forman.
DIRECTOR OF MAINTENANCE, CONT’D

Minimum Qualifications:

Open – Competitive: Either:
(A) Graduation from high school and six (6) years of full time paid work experience, or its part-time equivalent, in building maintenance and repair, three (3) years of which shall have been in a responsible supervisory or administrative capacity;

(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;

(C) Any equivalent combination of training and experience as described above.

SPECIAL REQUIREMENT: Possession of valid New York State Monitor Vehicle Operator’s licence at time of appointment. Vehicle may be necessary.