

MAINTENANCE SUPERINTENDENT I
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Development Manager, the incumbent is responsible for performing, assigning and monitoring all work related to the preservation and upkeep of the buildings and grounds in an Albany Housing Authority development. The Maintenance Superintendent I must possess solid trade and building maintenance skills, good organizational and time management skills and a willingness to accept responsibility. The incumbent has ready access to supervisory personnel but is expected to possess good independent judgment and common sense and to make routine decisions as to prioritizing work, delivering excellent customer service and preserving the value and condition of Authority- and resident-owned property on a regular basis. The incumbent may provide general supervision to maintenance workers, maintenance laborers and/or grounds workers in the performance of their duties.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs skilled and semi-skilled work in trade and building maintenance related fields as required to complete work orders and properly maintain the site to which the incumbent is assigned;
- Monitors and prioritizes work load and backlog via the AHA computerized work order system to assure timely completion of emergency and routine repairs;
- Delegates and assigns tasks to other Authority employees assigned to the site and performs periodic inspections to assure quality control;
- Acts as a liaison to vendors, contractors or other service or material providers to assure timely and professional workmanship;
- Manages on-site inventory via computerized equipment;
- Maintains communication with Albany Housing Development Manager via radio, telephone, fax, e-mail, etc.;
- Communicates with residents as necessary;
- Maintains, uses and oversees subordinates' use of Authority-owned vehicles, equipment and machinery;
- Maintains accurate, thorough records as requested or required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of trade and building maintenance related fields;
- Good knowledge of the practices, procedures, tools and equipment used in the maintenance, cleaning and repair of buildings, grounds and equipment;

SEE REVERSE SIDE

- Working knowledge of the tools, terminology and practices of one or more of the mechanical or building trades (depending upon assignment);
- Working knowledge of personal computers and office equipment;
- Ability to understand and follow complex oral and written instructions;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to communicate appropriately with vendors, contractors or other service/material providers and residents;
- Ability to plan, supervise and inspect the work of others;
- Ability to get along well with others;
- Ability to maintain accurate, thorough records and communicate electronically;
- Mechanical aptitude;
- Manual dexterity;
- Good judgment;
- Dependability;
- Thoroughness;
- 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 two (2) years of fulltime paid experience in the building and maintenance trades;
OR
- (B) Three (3) years of fulltime paid experience as a maintenance laborer or worker; **OR**
- (C) Any equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL NOTES:

- A valid NYS Driver's License and use of a privately-owned or Authority-owned vehicle 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.
- Must pass a pre-employment drug screening.
- Position may require Saturday, Sunday and holiday hours and/or work assignments during the day, evening and nights.