



## DIRECTOR OF MAINTENANCE

- Answers to the Executive Director to ensure that the Beverly Housing Authority's mission is being followed and follows all established policies and procedures.
- Oversees all operations of the maintenance department and ensures compliance with all established policies and procedures.
- Monitors work performance of all maintenance personnel and maintenance office staff. Keeps written records of performance/non-performance. When necessary, institutes disciplinary action.
- Oversees work assignments for all employees of the maintenance department to ensure maximum efficiency. Oversees work performed by service contractors to ensure compliance with contract requirements. Maintains records on performance for all service contracts to prepare for contract renewals or re-bidding.
- Schedules overtime work force coverage.
- Possesses the ability to operate the maintenance department computer programs.
- Analyzes, prioritizes, and assigns daily work and supervises the maintenance employees in the maintenance of the buildings, grounds, and operating systems of the Authority.
- Reviews the maintenance work order system with the Maintenance Administrator daily to ensure that all work is completed, work orders are addressed, prioritized, and completed accordingly.
- Communicates with the Maintenance Foremen on the day-to-day activities of the department.
- Reviews and analyzes and approves weekly timecards and overtime submitted, and requests for time off by employees of the maintenance department. Assures that all OT requests match up with the service call logs.
- Administers the preventative maintenance schedule. Determines maintenance department needs, prepares costs estimates, and makes recommendations to the Executive Director and Deputy Director for budgeting purposes.

- Assists in preparing bid specifications and cost estimates for bidding.
- Responsible for inspecting all vacant units at the time of vacancy to form vacancy punch list. Responsible for coordinating the turn around of all vacant units in accordance with all applicable rules and guidelines established by the BHA, EOHLC, HUD and any other relevant agency.
- Inspects properties weekly to ensure building integrity and curb appeal.
- Proactively establishes and administers safety programs for maintenance personnel. May occasionally engage in and perform skilled maintenance work as a training device to instruct subordinate employees on proper approaches to specific maintenance problems.
- Performs research into products and maintenance programs relating to the improvement of the maintenance department operations including but not limited to: the inspection program of all units and properties, the pest management program and overall work order system.
- Obtains purchase orders and oversee all supply and equipment ordering to ensure compliance with established procurement policy, and reviews bills monthly with the Executive Director.
- Oversees the inventory of materials, supplies, and equipment for the maintenance department.
- Prepares monthly Maintenance reports for the Executive Director and Beverly Housing Board of Directors.
- Anticipates needs in materials and manpower.
- Meets with Executive Director daily to inform him/her of the progress and problems associated with the maintenance department.
- Carries the Beverly Housing Authority's cell phone 24 hours a day to respond to all calls.
- Performs other duties of the class when requested by the Executive Director.
- Attends meetings, receives training, and updates skills as required by the Executive Director.
- Performs all other related duties as directed by the Executive Director.

Associate or bachelor's degree preferred but more than 2 years' experience in Public Housing, Social Service, Property Management, Supervising, or related experiences will be considered in lieu of degree. Bilingual (English/Spanish) a plus.

Salary commensurate with experience. Excellent benefit package.

Submit resumes to Lisa Gallagher, Deputy Director, [lgallagher@beverlyhousing.net](mailto:lgallagher@beverlyhousing.net) by NOON on Friday, January 31, 2025.

EOE/AA

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan