



JOB DESCRIPTION

Position:	Facilities and Maintenance Manager
Location:	St. Petersburg, FL
Supervisor:	Director of Asset Management
Status:	Full-time Exempt
Salary Range:	\$54,097.00 - \$79,443.00
Overall Responsibility:	<p>This is lead supervisory journeyman level mechanical work in the maintenance and repair of a wide variety of Authority equipment (including vehicles), facilities and machinery for both residential housing units and commercial properties. This position is also required to maintain the AC unit at the Central Office by performing diagnostic testing, trouble-shooting, repairing, and performing preventative maintenance and monitor the fire panel, as it relates to the AC unit controls at the Central Office. Work responsibilities include the planning of material needs, scheduling of jobs, directing, supervising and working alongside work crews in general maintenance, repair assignments, and maintenance tasks required to maintain quality control and safe housing environments. The work location may vary and both evening and weekend on-call work is required on a rotating basis. Employee exercises technical independence and judgment in determining work methods and procedures and receives assignment instruction from the Director of Asset Management. Performance is evaluated through results obtained during inspections and work order documentation.</p>

Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Supervises subordinate maintenance personnel as assigned.
 - Review and delegate work orders in a timely manner, when necessary.
 - Perform quality control checks on maintenance work to ensure adherence to high performance standards.
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- Maintains the AC unit at the Central Office complex by performing preventative maintenance tasks and repairs.
 - Ensure a timely response to maintenance concerns at SPHA Central Office and other SPHA-owned locations.
 - Schedules and monitors apartment turns for completion within five (5) days of vacancy.
 - Monitor fire safety systems for SPHA properties; ensure regular and timely inspections and certifications.
 - Conduct regular property inspections of SPHA properties, at least weekly.
 - Participate in the preparation of the annual community budget with respect to maintenance projects and capital expenditures.
 - Performs all phases of maintenance work involving carpentry, plumbing, welding, glazing, painting, lock repair, roofing masonry, and electrical work.
 - Repairs and replaces plumbing, heating/air conditioning and electrical equipment.
 - Maintains machinery and tools to prolong their usability in order to maintain high efficiency and reduce maintenance costs.
 - Implement and oversee execution of a preventative maintenance protocol for all SPHA properties.
 - Help monitor capital improvement and construction projects.
 - Assists in the requisition of parts and materials, and in all phases of inventory control.
 - Assists in the procurement of labor, vendors, and/ or contractors, as needed.
 - Assist in managing vendors, ensuring services are delivered in accordance with the contract and to agreed standards. Document and escalate instances of poor performance.
 - Respond to resident concerns with respect and courtesy, within forty-eight (48) hours .
 - Ensure that maintenance team performs to company standards and that service requests are handled in a prompt, courteous and efficient manner.
 - Ensures routine inspections, preventive maintenance and minor repairs are conducted to ensure proper functioning of vehicles.
 - Ensures proper documentation of inspections, services and repairs per company standards.
 - Performs related work as required.

Supervisory Authority

Provides supervision to maintenance employees.

Supervision Provided

Operates under direct general supervision of the Director of Asset Management.

Knowledge, Skills, and Abilities Required

Knowledge of:

- Trades to include HVAC, refrigeration, plumbing, electrical, painting, carpentry and property maintenance.
- Equipment and appliance usage and minor repair.

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- Methods, materials, tools and practices used in the building, electrical, or mechanical trades; some knowledge of blueprints and sketches.
 - Building maintenance practices and principles.
 - Leadership principles, effective supervisory skills, and applicable employment law/regulations.
 - Occupational hazards and ability to implement effective safety precautions needed when performing general maintenance work.

Skills in:

- Using a variety of standard hand and electrical tools, machines, and equipment used in building repair work.
- Measurement and mathematical calculations.
- Judgment and decision making, and delegating, when appropriate.
- Problem analysis and resolution.
- Oral and written communications.
- Budgeting and resource allocation.
- Time management and workload prioritization.

Ability to:

- Operate motor vehicle in order to visit various sites and properties.
- Keep records of work performed.
- Frequently move about the interior and exterior of assigned property
- Work in a variety of conditions and locations including on ladders, rooftops, confined areas, underground spaces, etc.
- Lift and carry items weighing fifty (50) pounds.

Physical Requirements

- While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb, or balance; stoop, kneel, crouch, or crawl; operate equipment, install refrigerators and stoves, and talk or hear. The employee must regularly lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Education and Experience Required

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- Possession of high school diploma or GED certification.
 - A minimum of five (5) years of experience in various trades including general property maintenance, carpentry, plumbing, refrigeration, appliances and/or electrical maintenance and repair.
 - Computer proficiency in Windows operating system and MS Office software including Word and Excel. Able to operate internet applications and email as well as external vendors' and proprietary software programs.
 - At least two (2) years of management or supervisory experience in a related industry preferred.
 - Any equivalent combination of education, experience, and training which, in the sole discretion of SPHA, constitutes the required knowledge and abilities, will be considered.

Other Requirements

Must possess valid driver's license.

Approved by: _____

Date: _____

I have read the above job description and understand and accept the tasks as outlined herein.

Employee: _____

Date: _____

SPHA is an Equal Opportunity Employer

Reasonable accommodations may be made to otherwise qualified individuals with disabilities