



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

DEPUTY DIRECTOR OF MAINTENANCE

NATURE OF WORK

The Deputy Director of Maintenance supervises and directs the building maintenance function for the entire organization.

RESPONSIBILITIES

- Interview and hires all maintenance staff.
- Perform building inspections of all CHDC buildings, twice per year with Building Managers
- Monitor the upkeep of Electrical, Plumbing and HVAC systems.
- Generate scopes of work for apartment turnover and renovation projects.
- Set monthly, quarterly and annual goals for maintenance work
- Prioritize and generate weekly and monthly maintenance schedules.
- Review contractor proposals for reasonability and technical accuracy.
- Review and approve all maintenance related purchase orders generated by Building Managers.
- Generate and track invoicing for maintenance projects.
- Prepare maintenance invoices for payment.
- Prepare monthly, quarterly and annual reports on maintenance activity for senior staff and CHDC Board meetings.
- Perform staff evaluations for maintenance employees on a 3 month and annual basis.
- Assess annually training needs of maintenance staff and arrange appropriate staff trainings.
- Coordinate monthly maintenance staff meetings.

MINIMUM QUALIFICATIONS

Education and Experience

Three to five years' experience in a Building Maintenance supervisory role.
Experience working with diverse populations.

Knowledge, Abilities and Skills

Computer literacy including MS Office.

Ability to prioritize multiple tasks and work within strict time frames.

Ability to read blueprints.

Knowledge of plumbing, electrical, and HVAC systems.

REPORTS TO

Director of Operations

SUPERVISES

Maintenance employees

SALARY RANGE

\$60,000—70,000

Send all coverletters & resumes to applications@clintonhousing.org

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