



Housing Authority
of the
County of Tulare

CLASSIFICATION: MAINTENANCE PROGRAM DIRECTOR

RESPONSIBLE TO: EXECUTIVE DIRECTOR

DEFINITION: Responsible to the executive director to oversee and perform technical duties related to the maintenance, training, rehabilitation and new-construction projects of the Housing Authority, and to do other related work as required.

EXAMPLES OF DUTIES: Performs a variety of administrative and field-engineering duties related to the design and construction of building rehabilitation and new construction; monitors compliance with local and federal regulations, as well as contract compliance on new-construction projects; directs and supervises the Housing Authority maintenance crews; coordinates and schedules final inspections with the appropriate officials; creates ongoing training programs for the maintenance staff; projects costs and analyzes data to be used for budgetary purposes; coordinates with other senior management through verbal, written and electronic methods to keep management apprised of scheduled maintenance; and maintains the department within budget limitations;

EDUCATION/EXPERIENCE: Two years of college with courses in construction technology, building inspection and supervision; at least five years' experience in project management and maintenance or construction operation. A combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.

KNOWLEDGE OF: General budget practices and procedures, principles of organization, Housing Authority policies and procedures, building codes and regulations; thorough knowledge of the building trades and construction industry, principles and practices of supervision and Davis Bacon and prevailing-wage regulations.

SKILLS TO: Read and interpret blueprints, plans and specifications; estimate construction and repair costs and do material take-offs; communicate with contractors, sub-contractors and building inspectors; create computer-generated spreadsheets in order to manage workflow; and speak and write effectively.

DISIRABLE QUALIFICATIONS: Previous experience as a maintenance foreman, construction superintendent or general contractor.

PHYSICAL CHARACTERISTICS: Manual dexterity of the hands/wrists in order to operate a computer keyboard, calculator and construction and power equipment; good eyesight to read and write and be able to physically inspect construction projects and monitor and supervise a maintenance crew; strength and flexibility to bend, reach, stoop and lift up to 50 pounds; good hearing to accommodate and greet persons coming into the office and to handle telephone conversations; clear speech and verbal skills in order to communicate with the public and co-workers; mobility to physically move around construction sites and housing units; ability to operate a motor vehicle. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Must be able to tolerate working in heat and cold-weather conditions. Regular attendance required.

**Housing Authority of the County of Tulare
Maintenance Program Director (Continued)**

LICENSES/CERIFICATES: A general contractor's license; a valid California driver's license.