

Career Opportunity



Maintenance Supervisor

Salary

\$20.19/hr.

Department

Affordable Housing

Reports to

Property Manager

Closes: Until filled

Internal candidates must have an internal application turned in to HR by 4 p.m., Thursday, October 18, 2018.

Position summary:

Supervises and coordinates activities of staff engaged in maintaining and repairing mechanical, electrical and physical structures of buildings and maintaining grounds at various Tulsa Housing Authority owned and/or managed properties by performing the following duties.

- Plan and schedule the workload for staff engaged in repair of building mechanical and electrical systems, painting and performing structural repairs to masonry, woodwork, and furnishings of buildings. Participate in and supervise all aspects of the maintenance requirements for unit prep, systems maintenance, and maintenance activities requiring licensed technical staff.
- Directs staff engaged in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and waste disposal. Ensure completed tasks meet established THA inspection guidelines and time constraints.
- Requisitions tools, equipment, materials and supplies within the operating budget for the assigned property. Assist in establishing and managing the budget as required. Make purchases for the property following current procurement guidelines.
- Review work schedules and estimate man hour requirements for completion of job assignments and adjust procedures to meet maintenance schedules.
- Suggest changes in work processes and use of equipment to increase efficiency of staff. Review and analyze data; compose and prepare routine correspondence and reports. Review daily work orders that have been completed and maintain time and production records. Initiate or suggest plans to motivate staff to achieve work goals. Advise personnel on departmental rules, regulations and policies; assist in the development of procedures to ensure compliance.
- Review reports, program activities and other information to evaluate program effectiveness and quality of services; develop controls to assure accountability for maintenance operations, policy implementation and efficiency of maintenance staff. Assist in performing the actual hands-on activities of staff as required.
- Participates in ongoing training programs; promote staff development; develop and implement staff training programs. Ensure that program procedures and all reporting requirements are maintained in accordance with agency standards and HUD regulations.
- Monitors the condition of assigned development(s) to ensure the health, safety, and security of the residents, guests, vendors and employees. Responsible for achieving and maintaining optimum performance of assigned development(s) and staff in applicable agency and departmental goals and objectives.
- Respond to **after-hour calls** as needed or directed by THA Management. Required to maintain and respond to communication devices (i.e., two-way radio, pager, cell phone). Other duties which may be assigned to ensure proper maintenance occurs which affects the health and safety of THA residents.

Minimum requirements

High school diploma or general education degree (GED); and one (1) to three (3) years related experience and/or training; one (1) additional year experience as a supervisor and/or working lead (two years of THA maintenance experience will exchange for this requirement); or equivalent combination of education and experience. Must possess a Valid Oklahoma's Driver's License.

To apply

External Qualified candidates should submit a resume, to hr@tulsahousing.org or fax to 918-581-5721. You may also apply online at www.tulsahousing.org.

Applications and resumes may be mailed to:
Tulsa Housing Authority
Attn: Human Resources
415 E Independence
Tulsa, OK 74106

Internal Qualified candidates should submit an Internal Application to Human Resources. This can be found in THA Common Files/Forms/THA473-Internal Application 2017.doc.

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity/affirmative action employer.

We perform criminal background checks and drug testing.

Men, women and THA residents are encouraged to apply.

