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## ABILENE HOUSING AUTHORITY

### Job Description

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<b>Position:</b>	Maintenance Crew Chief	<b>Program Affiliation:</b>	LRPH
<b>Reports To:</b>	PH Mgr	<b>Salary Range:</b>	\$38,630-\$52,560
<b>Position Type:</b>	Hourly	<b>Revision Date:</b>	9/8/16

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### **Job Responsibilities:**

The **Maintenance Crew Chief** will be responsible for the following tasks:

- Completing work-orders;
- Directing/Supervising Data entry of work-orders;
- Supervision of less senior maintenance staff;
- Purchasing parts;
- Making minor and major repairs;
- Doing move-in and move-out inspections;
- Training permanent and/or temporary employees;
- Do Make-Ready Quality Control, REAC & Re-Cert Inspections;
- Deliver and pick-up mail, equipment and misc. items, as needed;
- Assist with 5-Year Plan and Needs Assessment;
- On-Call (Rotating Basis);
- Assist with site clean-ups;
- Conducting staff meetings;
- Attending training as required;
- Work with HUD Inspectors, Energy Auditors, etc. when on site;
- Working with Contractors and/or Vendors on ongoing projects;
- Daily field reports for ongoing projects;
- Inventory Control;
- Coordinating all REAC projects and activity;
- Developing Policies and Procedures for Maintenance Department;
- Creating and Completing Reports;
- Able to obtain any required certifications;
- Other duties as assigned;

### **Job Qualifications:**

Candidate must have a high school diploma, comfortable working in a fast-paced environment, working both indoors and out of doors, able to read and apply new policies and procedures, good verbal and written communication skills and great customer service/people skills. This person must possess leadership skills.

### **Preferred Qualifications:**

Five (5) years of work experience in general maintenance and a computer aptitude. Certified in HVAC (within 1 year of employment). Experienced in electrical work, plumbing and carpentry. Able to operate outdoor landscaping equipment and/or other certifications. Experience directing field crews.

## **Job Training:**

1. UPCS Fundamentals Training
2. HVAC Training & Hands-on
3. Electrical Training & Hands-on Plumbing, Drywall and Appliance Repairs;

## **Benefits:**

Full benefits – health, dental, vision, life insurance and retirement package provided.

*Applications are available on the Abilene Housing Authority website at [www.abileneha.org](http://www.abileneha.org). Interested candidates can also email their resume and cover letter to Amy Pugh at [amy.pugh@abileneha.org](mailto:amy.pugh@abileneha.org).*

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