

CALIFORNIA HUMAN DEVELOPMENT

A private, non-profit community based human services agency with a wide range of programs and services throughout northern California for families and individuals who seek greater self-sufficiency and improved lives.

"Creating Opportunities in Housing"

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PROGRAM/DEPARTMENT: HOUSING LOCATION: Parkway Plaza, Fairfield, CA	CHD is committed to the implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment, selection, and placement of all personnel. CHD is an Equal Opportunity Employer
JOB DESCRIPTION TITLE: Maintenance Manager	POSITION STATUS: Regular, Full-Time FLSA STATUS: Exempt
SALARY: Grade 7	PROGRAM HOURS: 8:00 am - 5:00 pm

PROGRAM DESCRIPTION:

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. The **Housing Department** develops and manages housing properties in widely spread communities within the CHD service area.

PRIMARY PURPOSE OF THE POSITION:

The maintenance manager is responsible for performing skilled work in the maintenance, alteration, and construction of equipment and structures; and to do related work as required.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Regional Property Manager, the Maintenance Manager will perform the following duties:

- A. Oversee all project maintenance and repairs in compliance with local, state and federal fair housing laws as well as funding source regulations.
- B. Create, maintain, and execute maintenance file program, including:
 - a. Preventative Maintenance Schedules of the rental units and common areas
 - b. Daily Inspection Reports of the buildings and common areas
 - c. Annual Inspection Schedules
 - d. Safety reports in compliance with corporate policy
 - e. Inventory reports
 - f. Capital Improvement / Redecorating Schedule
- C. Execute work orders from tenants and staff in accordance with established policies and procedures.
- D. Comply with OSHA and CHD safety standards.
- E. Prepare scope of work and obtain bids for work orders estimated to exceed threshold established by funding source, in accordance with corporate procurement policy and procedures.
- F. Coordinate, schedule and monitor contractors/vendors working on the rental units and common areas.
- G. Review vendor invoices for accuracy and code them to proper accounts in a timely manner.
- H. Schedule repairs and replacements in accordance with established policies and procedures.
- I. Perform move-in, move-out and annual inspections of rental units in compliance with local, state and federal fair housing laws as well as funding source regulations.
- J. Perform annual inspections of common areas in compliance with local, state and federal fair housing laws as well as funding source regulations.

- K. Create and maintain maintenance files in compliance with funding source regulations.
- L. Possess and control “as-built” plans and specifications and records of any modifications.
- M. Prepare, maintain and execute energy conservation program.
- N. Supervise other maintenance personnel.
- O. Comply with corporate inventory control policies and procedures utilizing property management software.
- P. Coordinate and schedule tri-annual ADA (Americans with Disabilities Act) survey.
- Q. Coordinate and schedule CNA (Capital Needs Assessment) as needed.
- R. Enter data into property management software including but not limited to work orders, asset information, and supply orders.
- S. Be responsible for staying within maintenance budget.
- T. Attend community events and tenant meetings as assigned.
- U. Perform On-Call Duties Monday through Friday 5 p.m. to 8 a.m.
- V. Perform weekend On-Call Duties as assigned.
- W. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Bilingual in English and the prevailing native language(s) of the residents at the housing site preferred.

COMMUNICATION SKILLS:

- A. Ability to work and communicate effectively with a wide variety of individuals and groups both orally and in writing.
- B. Ability to write business correspondence memorandums, reports, plans and procedures.
- C. Able to use basic computer programs such as Microsoft Word, Excel and Outlook.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, fractions, and percentages.
- C. Ability to create and interpret charts and/or graphs.

REASONING ABILITY:

- A. Ability to establish and maintain professional relationships with residents, management, vendors, employees, and external agencies as well as with the general public.
- B. Ability to solve problems, resolve conflicts effectively, and use effective judgment in crisis situations
- C. Ability to lead and motivate people.
- D. Ability to maintain appropriate boundaries with residents and employees both on- and off-duty as defined by CHD policies.

SUPERVISORY RESPONSIBILITIES:

- A. Supervise employee(s) within the guidelines of CHD Human Resources policies and procedures and applicable laws.
- B. Responsible for the overall direction, coordination, and evaluation of these employees.
- C. Responsibilities may include participation in hiring process and/or termination of employees within guidelines of CHD Human Resources policies and procedures.

QUALIFICATIONS:

EDUCATION:

- A. High School Diploma or GED

EXPERIENCE:

- A. Minimum two years experience with basic electrical, plumbing, painting, and carpentry repairs as well as basic landscaping installation and general maintenance.
- B. Minimum of one year experience as a maintenance manager of rental housing. Experience as a maintenance manager of non-residential properties may be substituted for a portion of the experience, at the discretion of the Housing Director.

ADDITIONAL REQUIREMENTS:

- A. On-site residency required. Employee Unit Occupancy Agreement must be signed prior to employment.
- B. May require local or overnight travel on behalf of CHD.

WORK CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

Frequently: Walking, Seeing, Hearing, Speaking, Standing, Bending, Lifting up to 25 lbs, Carrying, Pushing/Pulling

Occasionally: Stooping, Lifting up to 50 lbs, Squatting, Kneeling

Seldom: Climbing, Twisting, Sitting, Lifting up to 75 lbs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May have exposure to hazardous materials or conditions.

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

CERTIFICATION, LICENSES AND REGISTRATIONS:

- A. Certification by a regulatory agency or a recognized training agency as a maintenance manager of rental housing may be required.
- B. A Valid California Driver's License.
- C. Proof of insurance on personal vehicle.
- D. Satisfactory DMV driving record.
- E. May also require, for staff working with youth or seniors, a fingerprint clearance from the U.S. Department of Justice as well as a criminal and sex offender background check.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of the **Maintenance Manager** job as outlined above.

Employee's Signature

Date

Supervisor's Signature