

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: Maintenance Supervisor	
MINIMUM SALARY: \$43,110.00/annually	
DEPARTMENT: Public Housing	SECTION: Maintenance
HOURS OF WORK: 8:00 a.m.– 4:40 p.m.	BARGAINING UNIT: EXEMPT
POSTING DATE: January 28, 2010	APPLICATION DEADLINE: Until position is filled

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, OH 45202

SCOPE: This job requires the supervision, planning and directing of activities of personnel of a large residential maintenance department.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Adhere to Work Order System Guidelines.
- Ensure the firm, fair and consistent treatment of all employees, in accordance with union contracts, where applicable.
- Work with the Public Housing Director and Superintendent to establish priorities and respond to grievances.
- Coordinate activities of workers engaged in keeping buildings and grounds in clean and orderly condition.
- Assist the Property Manager by supervising the maintenance and repair of mechanical systems and physical structures of buildings.
- Assist Property Manager by overseeing safe, cost-effective and timely maintenance of properties with an emphasis on preparations for re-renting vacated apartments, emergency repairs and preventive maintenance.
- Work with the Property Manager by conducting annual assessments of CMHA's properties to identify needed improvement and repairs.
- Inspect work areas to determine type of work required and materials and equipment to be used.
- Support management decisions and encouraging teamwork and cooperation from all employees by ensuring the following:
 - Clearly defined high performance standards;
 - Regular feedback to employees on how performance compares to expectation;
 - That obstacles preventing expected performance have been removed;
 - That all employees have been informed and follow all company rules, regulations and procedures.
- Enforce safety methods and requirements, taking personal charge of unusual or difficult work situations.
- Monitor time and attendance and assuring that correct time is submitted to payroll
- Make reports of on-the-job injuries and damage or loss of equipment and supplies.
- Keep statistical data for work groups to define and/or revise work standards.
- Travel throughout the Hamilton County to attend meetings or perform other job functions during work and/or non-work hours
- Serve as Supervisor on call during off duty hours
- Ensure staff's knowledge of maintenance is up-to-date at all times
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- At least five (5) years experience in general maintenance and repair work;
- Demonstrated knowledge of basic plumbing, HVAC, electrical, pest control, carpentry and painting skills.
- Experience in the supervision of a large maintenance work force in a unionized environment.
- Knowledge of PC-based software applications (Microsoft Word, Excel and Groupwise).

OTHER:

- The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

Interview Process: All applicants must clearly indicate on application/resume information sufficient to determine whether the applicant meets the minimum qualifications.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities