



Colorado Springs Housing Authority  
An Equal Opportunity Employer

## The Colorado Springs Housing Authority

### JOB ANNOUNCEMENT

Posting Date: **September 15, 2021,**

Closing Date: **September 22, 2021**

#### **Assistant Maintenance Supervisor**

Salary Range: **\$52,000.00 Annually / \$25.00 Hourly**

**Open Competitive**

FLSA Status: **Non-Exempt**

**JOB SUMMARY:** In this position you will exercise direct supervision and coordination of skilled maintenance and repair staff, activities, and operations within the maintenance department. You will coordinate activities with other departments and outside customers; provide highly responsible and complex staff assistance to higher level supervisors and management staff.

- Assume lead role in the management of the REAC/NSPIRE inspection process for Public Housing/Section 8 Multi-family and other projects.
- Coordinate staffing and operational activities of the assigned skilled construction, maintenance, repair program, services, and activities, including carpentry, electrical, plumbing, mechanical, HVAC, irrigation and/or welding.
- Establish schedules and methods for providing assigned services; prepare daily, monthly, and yearly work schedules; identify resources needed.
- Maintain logs and documents related to activities and operations; work performed and future work assignments.
- Monitor work unit expenditures; prepare purchase requests for needed equipment and supplies; ensure that all expenditures adhere to budgetary constraints.
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.

**MINIMUM QUALIFICATIONS:** Equivalent to the completion of the twelfth grade supplemented by specialized technical training appropriate to assigned field. Five years of responsible skilled maintenance experience and a minimum of one year administrative, supervisory and/or lead experience.

**All fields in the application must be completed, including the Work Experience section, or your application may not be considered, even if accompanied by a resume. An application must be received no later than Friday, September 17<sup>th</sup> by close of business.**

**Application can be found at [www.csha.us](http://www.csha.us) or by taking a picture of the following QR Code:**

