

PLEASE POST

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Inter-Departmental Memorandum

Date: October 21, 2020
To: All Qualified Applicants
From: Human Resources
Subject: JOB OPENING

POSITION:	SUPERVISING MAINTENANCE REPAIRER
SALARY RANGE:	\$50,000 to \$76,609
DEPARTMENT:	ASSET MANAGEMENT
HOURS OF WORK:	8:00AM TO 4:00PM
UNION AFFILIATION:	ISWA
FLSA:	NON-EXEMPT

Please see attached job description identifying essential and related duties and responsibilities as well as qualifications.

Any qualified applicants interested in applying for this position may submit a letter of interest, resume and completed Employment Application to the Office of Human Resources via email to HR@jcha.us. Position bid period expires close of business Monday, November 2, 2020 at 5PM.

Please direct your inquiries regarding this employment opportunity to the Office of Human Resources at 201-706-4680.

Affirmative Action/Equal Employment Opportunity Statement

It is the Jersey City Housing Authority's policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

SUPERVISING MAINTENANCE REPAIRER**DEFINITION:**

Under direction, performs supervisory, administrative, maintenance and facility operational responsibilities, as required. The primary goal of the Supervisor is to ensure that the apartment complex and environs represent (in both fact and perception a good quality, well maintained, attractive, and safe residential community.

GENERAL RESPONSIBILITIES AND ROLES:

The role of the Supervising Maintenance Repairer is essential to the effectiveness of the public housing program. He/she is required to plan, develop, facilitate an efficient and effective site maintenance operations program; develop and implement a preventive maintenance program; to enhance and administer emergency plans of action, as needed; supervise, train, and schedule maintenance staff; to monitor, assess (& occasionally schedule) work performed by central trades, contractors and/or 3rd party services (PSE&G, Cable, and Telephone Services, etc.); maintain and monitor routine and emergency work order systems, staff assignments and evaluate the quality of work performed; conduct daily facility, grounds, apartment and safety inspections, and address deficiencies through follow-up and/or delegation. Notably, the Supervising Maintenance Repairer successfully fulfills the above responsibilities leading by example while performing repairs of the highest quality. The Supervising Maintenance Repairer can perform all assignments at or below this level and works in partnership with the Asset Manager.

Serving as both an agent of the JCHA and as a positive “role model” in conduct, appearance and behavior, it is the responsibility of the Supervising Maintenance Repairer to provide effective and consistent leadership, effective technical and supervisory skills, and routine maintenance service that results in the safe and sanitary living conditions for all community residents.

ESSENTIAL RESPONSIBILITIES:

- Supervises, directs and performs the full range of routine residential maintenance and repair tasks involved in carpentry, painting, sheetrock, plumbing, electrical, mechanical, as well as grounds maintenance and landscaping duties required to maintain residential real estate.
- Supervises the completion of emergency work orders (100% of all emergency work orders must be abated/corrected within 24 hours and all others within 72 hours).
- Accompanies the Asset Manager and/or designee in conducting apartment inspections (each unit to be inspected at a minimum of twice a year), ensures that inspection findings are addressed both in terms of physical repair and preventive maintenance, reports status and conducts follow-up, as needed.
- Coordinates, monitors, and evaluates safety and security systems to include: fire safety (apartment/hall and exterior smoke alarm systems); distribution and security of facility keys; appropriate garbage disposal measures; and timely and efficient snow and ice removal
- Schedules, supervises, directs and performs the refurbishing of unoccupied units, assures completion of unit (turnaround time) within twenty days of vacancy.

ESSENTIAL RESPONSIBILITIES (CONTINUED):

- Inspects work in progress to ensure that workmanship conforms to work schedules, specifications or contracts, or to determine needed work, or to verify that workmanship is in full compliance with JCHA standards.
- Determines the need for special equipment and materials for specific projects in order to assure availability of materials at time of work or to prepare necessary requisitions.
- Coordinates with Asset Manager and/or JCHA Management staff, and takes the “lead” in proposing “special” or preventive maintenance work projects, staffing needs, assignments and work schedules, proposes alternative and/or modified routine assignments and/or schedules in short-term cases due to emergencies or temporary staffing shortages.
- Works on various projects with employees in order to complete assignments in accordance with standards and within previously set work schedules.
- Prepares evaluations, special reports and maintains records in order to update Asset Manager on status of repairs, renovations and custodial work activities.
- Directs, supervises, schedules, trains, monitors and disciplines staff members in a professional, consistent and equitable manner. Effectively communicates and enforces performance and conduct standards expected, and routinely evaluates each employee’s contribution to meeting the JCHA’s standards and goals through individual or staff meetings.
- Provides “New Hire” orientation, “on the job” maintenance training, and recommends subordinates for “special needs” or “advancement” training, where applicable.

SECONDARY RESPONSIBILITIES

- Ensures that sensitive information (e.g., residency and staff files, documents, records, etc.), verbal exchanges, legal actions, privacy issues or official third party inquiries are maintained, discussed and/pr retained in a strictly professional and confidential manner.
- Acts as the “co-host” for numerous site visits by third parties, who periodically tour the site to observe and/or evaluate the JCHA’s public housing programs and progress to date; responds to inquiries re: physical plant, maintenance operations, current and projected modernization plans, and statistical information re: resident turnover, monthly work orders, etc.; coordinates visits to individual residential units and ensures that the entire site is in optimal condition.
- Assists Asset Manager in assessing cause/cost of damage to apartments when resident negligence or maltreatment is suspected.
- Maintains necessary records and files, prepares suitable reports, and attends various meetings, as requested.

POSITION REQUIREMENTS & QUALIFICATIONS:

Education/Experience:

- Possession of a High School Diploma or equivalent GED.
- Minimum seven (7) years of experience in work involving real estate maintenance and repair tasks; three of which were served in a supervisory capacity.
- Possession of a current and valid Exterminator License of the appropriate grade issued by the State of New Jersey, Department of Environmental Protection may be required.
- Demonstrated knowledge of the standard tools, materials, methods, practices and safety precautions used in maintenance and repair of buildings, grounds, related structures and utility systems.

Ability:

- Ability to perform repairs of the highest quality.
- Ability to perform all assignments at or below this level.
- Ability to work in partnership with the Asset Manager.
- Ability to prioritize and work in a results-oriented program, under the pressure of timetables and deadlines, and in compliance with HUD rules and regulations.
- Ability to understand the technical terminology common to the various trades.
- Ability to organize a working crew, give them suitable assignments and instructions, assist them when difficult and unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are observed, and that desired objectives are achieved.
- Ability to apply code and standard requirements; and to promote and enforce consistent and fair compliance with code and quality standards inspections.
- Ability to take and maintain a firm, courteous and professional stand when differences of opinion arise and to work harmoniously with peers, supervisors, subordinates and residents.
- Ability to appropriately serve as a representative of the JCHA in a professional and positive manner in terms of conduct. Appearance and behavior.
- Ability to understand and carry out oral and written directions; to take needed safety precautions in performing the work; and to document and maintain written records and files.

Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.
