



FACILITIES MAINTENANCE DIRECTOR

The Facilities Maintenance Director reports to the Property Management Director for General and Property Maintenance job functions. This includes the management of all sites capital improvement and maintenance activities as well as the supervision of the Operations Coordinator. In addition, the position is responsible for maintaining the highest quality product, overseeing all trade and field personnel (external vendors) while administering good construction and safety practices with all on-site activities. And in this role serves on the leadership team.

ESSENTIAL FUNCTIONS:

This position is divided into two areas: general and property management. Though some of these functions overlap into more than the category they are in, it is listed in the area most applicable.

General: These directives are of a general nature and suggest leadership and oversight for the most part, as the Operations Coordinator is charged with the day to-day coordination and supervision of many of the following.

Responsible to/for:

1. Administer and safeguard all maintenance systems and functions; appropriate internal controls and procedures; timeliness, accuracy and usefulness of reporting for Property Management Director. This includes updates inclusive of trends, metrics, risks, concerns and forecasts.
2. Promote job site safety, encourage safe work practices and rectify job site hazards immediately. Furthermore, to ensure that all agency employees and contractors are adhering to the company safety policies. Inclusive of maintaining an organized job site, maintenance office and shop.
3. Consult with Construction Services/Owners Representative Director regarding contract administration; identify needs, assist with the development of bid specifications and requirements, ensure compliance with REAC and UPCS standards.
4. Actively participate in industry trade groups and organizations.
5. Approve the purchase of all maintenance equipment, materials, supplies and services; to include following all pertinent procedures set forth in the procurement and disposition policies for the purchase and/or disposition of all equipment, materials, supplies and services.
6. Manage the Operations Coordinator's supervision of the daily and periodic activities of maintenance personnel and established objectives and priorities for the department.

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WESTBROOK HOUSING

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7. Participate in the strategic planning process and to be a part of the ongoing long-range planning for Westbrook Housing.
8. Other duties that may arise pertinent to this position.

Property Management: This portion of the job description illustrates the close working relationship with the Property Management Director and Construction Services/Owners Representative Director, as the duties directly relate to the properties owned/maintained by Westbrook Housing.

Responsible for/to:

1. Perform and report regular monthly scheduled and unscheduled HUD and Ad Hoc inspections of agency properties to ensure high level of quality and to proactively identify and resolve unsafe or unsatisfactory conditions requiring maintenance. Addresses any safety issues or hazardous conditions immediately.
2. Manage all property liability/auto claims and assist with insurance coverage analysis in conjunction with the Operations Director.
3. Coordinate with the Property Management Director to ensure the maintenance operation and care at all of the agency's properties, owned and/or managed, maintains the properties at a high standard of marketability.
4. Oversee work projects for each individual development of Westbrook Housing, including a preventative maintenance program and capital improvement plans for each property.
5. Collaborate with the Property Management Director to provide input and make recommendations concerning the agency's overall operating budget and the individual property budgets. Reviewing these budgets regularly upon implementation.
6. Collaborate with the Property Management Director to review schedules, reports and requests to determine the maintenance needs of the individual properties.
7. Attend meetings as needed to discuss matters concerning overall maintenance operations, ongoing projects, and performance of maintenance personnel. Act as subject matter expert on policies and programs to advise the Property Management Director regarding agency effectiveness in implementation of its maintenance program and HUD standards, and other department-wide standards.
8. Maintain reports to agencies HUD, DECD, LIHTC, OSHA and others as defined including reports such as HUD Sec3, Davis-Bacon, EPIC.
9. Other duties that may arise pertinent to this position.

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REQUIREMENTS OF WORK:

Ability to:

1. Work independently with minimum supervision.
2. Effectively and positively manage and supervise staff.
3. Establish and maintain positive, professional relationships with internal and external stakeholders inclusive of residents, contractors, suppliers, neighbors, municipal staff, HUD and Westbrook Housing staff.
4. Understand rules and regulations set forth by HUD, MSHA and the other prevailing regulating agencies. And possess knowledge of public housing laws, agency rules, regulations and standards as well as Federal, State, and local building codes and practices.
5. Read and interpret blueprints, and city building codes, applying that knowledge to the project at hand.
6. Employ accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing. Journeyman skills in all trade and common maintenance hand tools. The use and minor repair of most heavy and light maintenance power equipment.
7. Analyze situations and make appropriate decisions in a timely manner based on objectives, risks, implications and costs.
8. Demonstrate or obtain the skillset to manage HUD REAC and UPCS regulations and inspections.
9. Use Microsoft Office Suite and any other computer software as needed to fulfill the essential functions of the position.
10. Be accessible all hours and serve as the emergency contact during business and non-business hours second to the on-call pager.

JOB QUALIFICATIONS:

1. A high school diploma or GED and seven (7) years of relevant, progressively responsible experience as a building and grounds manager, or closely related responsibilities that included at least two (2) years of direct maintenance supervision.
2. Must possess the Certified Manager of Maintenance certificate or be able to obtain within 18 months.

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3. Must possess and maintain a valid Maine Driver License and proof of insurance.
4. Must have demonstrated successful experience with scheduling, ordering, field supervision, quality control, and production of all phases of construction.
5. Must have a solid background of OSHA and safety rules and practices.
6. Must have experience with managing multiple projects.
7. Must have strong administrative skills in the areas of planning, analytics, capital needs assessments, as well as strong math and budgeting skills.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

REPORTS TO:
Property Management Director

DIRECT REPORTS:
Operations Coordinator
Maintenance Technicians

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