

## **BROCKTON HOUSING AUTHORITY**

### **Director of Facilities**

### **Rate of Pay:**

**Location:** Administrative Offices

**Hours Per Week:** 35

**General Statement of Duties:** This is an executive level professional hands on management position. The work performed must be done within prescribed procedures, but involves the application of independent judgment in applying asset management principles and techniques to varied work situations. Responsible for the administration and operation of buildings grounds, equipment, maintenance of Federal and State assisted public housing programs. The position involves supervising directly or indirectly a work force that has on-site responsibility for the maintenance of the BHA public housing portfolio. Procurement, inventory control and disposition of supplies and equipment are an important part of the position. Director is responsible for supervision, training and evaluation of all maintenance personnel. Employee is expected to develop and recommend the implementation of procedural changes as circumstances warrant.

**Supervised By:** Division Director of Asset Management

### **Responsibilities:**

1. Responsible for Administration and Operations of Maintenance Department and Purchasing within established budget.
2. Organize and implement program and staff of Workforce Development, including: Section Three, part-time staff, maintenance, Plymouth County Probation Department and various Summer jobs programs.
3. Responsible for day-to-day management and maintenance of public housing units;
4. Supervision and development of union workforce including maintenance working foreman, assistant working foreman, lead mechanics, mechanics, and housekeepers.
5. Responsible for developing Bid Specifications and timely procurement of outside vendors in accordance with MGL 30B, Federal Regulations and BHA Procurement Policy, selection of qualified vendors and monitoring their performance based on signed contracts in areas pertaining to the maintenance of the buildings and of grounds; including but not limited to snow plowing, landscaping, painting and cleaning, plumbing, and electricity.
6. Responsible for overseeing Purchasing Agent in regards to inventory control and, record keeping, purchasing of supplies, tagging and recording equipment and disposition of same as used to provide maintenance functions, as well as scheduling outside contractors on a rotating basis to perform specified work projects, according to procurement regulations and best practices.

7. Provide learning and training opportunities for all staff in order to improve skills and develop new competencies.
8. Responsible for local, State and Federal Reporting annually and as required;
9. Develop annual maintenance and preventive maintenance plan focusing on federal REAC inspections and state PMR evaluations with an emphasis on preventive maintenance.
10. Provide technical expertise regarding maintenance management to all committees within the Brockton Housing Authority, and tenant related issues including the Resident Advisory Board.
11. Work cohesively with Administration, Directors, Resident Services, Security and City of Brockton departments that support the operation of the BHA;
12. Development of Risk Management Plan to reduce agency losses, through staff training and Building Assessments.
13. Attend meetings and appropriate job trainings as required or assigned by supervisor.
14. Performs duties consistent with agency/program policies and procedures.
15. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
16. Perform other work-related duties as required or as assigned by supervisor/designee.

**Experience and Education:**

- Minimum of Bachelor's Degree and five years of experience in management of Public or Multifamily Housing Maintenance; or Associates Degree and seven years of experience in management of Public or Multifamily Housing Maintenance; or ten years of experience in management of Public or Multifamily Housing Maintenance; The Bachelor's Degree and five years of experience in management of Public or Multifamily Housing Maintenance is preferred.
- Certification in PHM, CPM, ARM, and ACM preferred.

**Qualifications and Skills:**

- Demonstrated ability to lead a diverse workforce;
- Ability to work in complex state (DHCD) and federal (HUD) regulatory environment especially as the regulations relate to REAC, PMR and procurement.
- Good oral and written communication and supervisory skills
- Sophisticated knowledge of office computer software including Microsoft Word, Excel, Access and internet/e-mail systems including a working knowledge of data processing applications; ability to use same to create reports that monitor and demonstrate the maintenance workload and staff performance on a weekly, monthly and yearly basis

- Must be able to speak clearly and distinctly
- Knowledge budgeting principles and practices.
- Demonstrated ability to plan, organize and schedule multiple tasks and to meet deadlines;
- Demonstrated ability to work with minimum oversight and to take direction from Supervisor;
- Experience in building maintenance and repair;
- Ability to organize, supervise, and develop a departmental staff consisting of both maintenance professionals and clerical support staff.
- Build trust of staff, colleagues, and outside constituents
- Interface and communicate effectively with other departments.
- Considerable knowledge of risk management.
- Considerable knowledge of insurance, particularly real estate property insurance.
- Knowledge of management theory and practices.

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

12/4/2018