

**MANCHESTER HOUSING AUTHORITY
JOB DESCRIPTION**

The Manchester Housing Authority is a public housing agency funded by federal, state and local sources and by tenant rent payments. It is subject to stringent federal and state regulation. The Authority is an Equal Opportunity employer.

POSITION: ASSISTANT FOREMAN
REGULAR HOURS: 7:00 AM – 4:00 PM with a 1-hour lunch (40 Hours/week)
SALARY: \$32.00-\$35.00
FLSA: Non-Exempt

ESSENTIAL JOB FUNCTIONS:

*The Authority operates and maintains public housing facilities for elderly and disabled persons and scattered site housing for low-income families, at various locations within the Town of Manchester. The Manchester Housing Authority's Maintenance Department staff handles a wide range of interior and exterior maintenance tasks to repair and maintain the grounds and structures operated by the MHA, including the MHA headquarters and MHA Maintenance Department facilities.

*The Assistant Foreman will coordinate and plan the routine and non-routine maintenance requirements of assigned work under the direction of the Maintenance Foreman. The Assistant Foreman will work closely with the Foreman and provide supervision, guidance and training to maintenance staff assigned to them and work closely with staff to ensure vacant unit turn-around process meets goals that are set forth.

*The Assistant Foreman is a hands-on position and would be performing ordinary and difficult repairs to interior and exterior of structures, equipment and mechanical systems. Repairs will include, but not be limited to, replacing plumbing fixtures including water heaters. Repairing interior electrical systems including replacement of switches, outlets, wall plates, fuses, breakers, etc. Repairing and/or replacing doors, windows, locks, floor tiles, door and window frames, window screens, shelving, cabinets, counter tops, etc. Repairing interior and exterior structural damage (i.e., holes in walls, ceilings, damaged floors, cracked foundations, missing roof shingles, siding, etc.) Unplugging/unclogging plumbing fixtures, interior drains and main sewer lines. Repairing and performing Preventive Maintenance (PM) to MHA furnished appliances (ranges and refrigerators) and equipment (furnaces and air conditioners) and instructing residents in proper care and use of equipment.

*The Assistant Foreman will also be responsible to train staff on monthly preventative maintenance inspection for NSPIRE and Risk Management for the purpose of raising NSPIRE scores for making sure the staff obtains the NSPIRE benchmark MHA seeks to obtain.

*The Assistant Foreman will also be responsible, under the supervision of the foreman, for generating work orders and tracking inventory used in completion of work orders. They would also be responsible for monitoring open work orders, ensuring that all work orders are accounted for. They would also be responsible for purchasing, inventory and preparing annual inventory reports and making sure that the staff meets the benchmarks set forth in regard to emergency / non-emergency work orders. Will also assist in the scheduling of maintenance staff daily to ensure workload of staff is completed and that the staff goals are met. The Assistant

Foreman will help in monitoring maintenance expenses of staff to stay within budget and assist with monthly variance reports

*The Assistant Foreman will also conduct unit inspections to determine the needed maintenance, turnover expenses, housekeeping, and pest control of all units. Will also assist with snow removal at properties assigned to staff, ensure that all MHA property is clean and kept free of debris and litter.

The Assistant Foreman will also assist in monitoring maintenance and repair of vehicles assigned to MHA staff.

The Assistant Foreman must be familiar with Uniform Physical Conditions Standards (UPCS) and ensure property is maintained in accordance with those standards.

Any other functions that may be asked upon.

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

1. Ability to operate various forms of mechanical equipment including hand tools, power tools, trucks, plows, snow blowers, sand- and salt-spreaders, and similar equipment safely.
2. Ability to analyze equipment failures and breakages and to formulate and carry out repair procedures.
3. Ability to communicate clearly and accurately, both orally and in writing, with colleagues and supervisors, and with public housing tenants, including tenants with both physical and emotional disabilities.
4. A High School diploma or the equivalent is required.
5. Ability to follow and implement MHA maintenance policies and procedures and to complete routine tasks with minimal supervision.
6. Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.
7. Ability to prioritize workload.
8. Physical: The Assistant Foreman must lift, carry, push and pull heavy equipment, furniture, and supplies; maneuver on and about Authority facilities and upon the grounds; drive trucks and trucks equipped with plows; and manipulate hand tools and power tools safely and effectively.
9. Personal: The Assistant Foreman must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
10. Driver's license: A valid driver's license is required

To apply send resume and cover letter to Joseph D'Ascoli, Executive Director at josephd@manchesterha.org

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to and after employment.

Disclaimer: This job description is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all duties and responsibilities. In addition, MHA management reserves the right to amend and change responsibilities and lines of reporting to meet business and organizational needs as necessary.