

**PITTSFIELD HOUSING AUTHORITY
IS SEEKING AN APPLICANT FOR
DIRECTOR OF MAINTENANCE**

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Candidate must pass a CORI and SORI background check and also have a valid State of Massachusetts driver's license.

A physical will be required on hire.

Education: graduation from an accredited college or university with a Bachelor's degree in Business administration, public administration, social sciences or closely related field.

Substitution: in lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicants overall applicable work experience must have a similar scope in responsibility as to demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered.

EXPERIENCE

Supervisory Experience: (5) Five years of supervisor experience which includes; (1) planning and directing the work of others; (2) assigning and review their work; (3) advising them of difficult areas, and (4) training and development of employees.

Preferred and Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, Department of Housing and Urban Development (HUD) and Department of Community Development (DHCD) Rental Assistance experience, asset management budgeting and fiscal/finance management.

ESSENTIAL JOB FUNCTIONS:

The Director of Maintenance is responsible for planning, directing, monitoring and evaluating the services and activities associated with the ongoing and preventative maintenance and rehabilitation of public housing facilities and grounds owned by the Pittsfield Housing Authority in a manner which affords the highest quality customer service to clientele. This director plans and implements the agency's Housing Quality Standards (HQS) program; oversees the overall activities relating to the scheduling and repair of vacant units; oversees all inspection activities of rehabilitated units; and ensures that all maintenance and rehabilitation work is done efficiently and professional within a reasonable timeframe. The Director of Maintenance supervises, motivates and directs staff. Reviews personnel training needs and ensures that needed staff training is planned and implemented. Participates in the employee selection process for the department, and makes decisions regarding the advancement of maintenance personnel. Provides direction to professional staff and consultants involved in the planning, evaluation and/or provision of maintenance and rehabilitation related services and activities. Assigns work activities and projects. Evaluates work performance. Coordinate and oversee outside contracted services as needed.

Annual salary of \$72,000.00 plus benefits, depending on experience.

The above position will accept applications until filled.

Position applications and job descriptions can be obtained now at 65 Columbus Ave., Pittsfield, MA, 01201, between 8:30 a.m. & 3:30 p.m.

Constance Scott, Executive Director

Michael McCarthy, Chairman

Pittsfield Housing Authority is an Equal Opportunity Employer