HUD Certified Housing Counseling Agency

FACILITIES SUPERVISOR

The Ocala Housing Authority (OHA) is seeking a qualified individual to join its team as a full-time **FACILITIES SUPERVISOR**. This individual will be responsible for supervising maintenance staff and monitoring the technical aspects of the Ocala Housing Authority single-family housing developments, Public Housing Capital Fund projects, property acquisitions and other housing projects. This position serves as a backup Maintenance Mechanic, when needed, and other duties as assigned.

●Graduation from an accredited college or university with a two-year degree in Building Construction or similar field,
●Plus six years' experience in building construction and /or housing rehabilitation, or five years of service as a community improvement estimator; OR
●An acceptable equivalent combination of education, training and experience.
●A minimum of five years of supervisory experience is required.
●Must be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with landlords, clients, other staff and the general public, and display professionalism.
●Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently.
●Must possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills.
●**Fluent Bi-Lingual (Spanish) is a plus!**

If you meet these qualifications, please submit **cover letter, application, and three (3) verifiable work references, to** the attention of: Ms. Glenda Roberts, HR Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to Ms. Glenda Roberts at 352-369-2643 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at **www.OcalaHousing.org**. **Salary: $40,000 - $45,000, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. **Position is open until 5:00 pm, Monday, November 29, 2021. Signing Bonus included!**

EQUAL HOUSING OPPORTUNITY

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(Revised November 2021)

"This opportunity is covered under Section 3 of the HUD Act of 1968"

JOB DESCRIPTION
Facilities Supervisor

FLSA Status:
Non-Exempt

Employment Status
Full-time

Nature of Work
This is highly responsible work of supervising maintenance staff and monitoring the technical aspects of the Ocala Housing Authority single-family housing developments, public housing Capital Fund projects, property acquisitions and other housing projects. This position serves as a backup Maintenance Mechanic, when needed.

Classification Standards
Position allocated to this classification reports to and works under the supervision of the Property Manager. Work in this class is distinguished by its supervisory duties and advanced technical skills from lower classes

Essential Job Functions

- Prepares scope of services for procurement of capital projects, goods and services
- Prepares technical assistance as it relates to construction and building services on grant writing and reports for internal and external use.
- Carries out pre-development activities related to housing program construction activities.
- Reviews and approves closeout documents and files at the end of construction jobs; invoices for payments, reviews check requisitions for correctness for final disbursement to the contractor
- Conducts inspections of existing structures, move-in, move-out and housekeeping inspections on existing rental properties and Public Housing Developments, special programs as needed, HCV inspections as needed and. inspects units during construction and restoration for code compliance. Inspects and evaluates the grounds for repairs and preparation for REAC/NSPIRE Inspections and annual inspections
- Prepares cost estimates and work write-ups; and manages construction of work to be performed.
- Advises homeowners on all phases of construction and presents home maintenance training.
- Negotiates contracts between the Housing Authority and general contractors.
- Maintains records and reports for projects constructed including monitoring Wage Determination and Davis-Bacon regulations and interviews.

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- Confers with officials of the City, County and State Government concerning questions of minimum housing codes, building permits, trades inspections or related items.
- Develops and maintains OHA's construction library.
- Prepare OHA Maintenance Plan and Preventative Maintenance Plan in conjunction with the Property Manager.
- Liaison between OHA and service contractors, Maintenance Mechanics, Groundskeeper and Property Manager
- Maintain inventory, material, tools, appliance, and equipment logs
- Prepare weekly maintenance schedules and allocates work as per forecasted workloads and staffing

Non-Essential Job Functions

- Works with Fleet Supervisor
- Other related duties as assigned
- Assists with the preparation of performance evaluations and disciplinary action notices for maintenance employees.
- Develops new construction programs under the supervision of the Chief Executive Officer and Deputy Director.

Minimum Qualifications

●Graduation from an accredited college or university with a two-year degree in Building Construction or similar field,
●Plus six years' experience in building construction and /or housing rehabilitation, or five years of service as a community improvement estimator; OR
●An acceptable equivalent combination of education, training and experience.
●A minimum of five years of supervisory experience is required.
● Considerable knowledge of current construction methods, building materials and labor costs.
● Thorough knowledge of Minimum Housing Code, Minimum Property Standards and trade codes as adopted from the Southern Building Codes Congress Institute.
●Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently
●Very literate with computers to do specifications, drawings and other required construction related paperwork.
●Must be motivated, organized, dependable, and can multitask and display professionalism.
●Must possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills.
●**Bi-Lingual (Spanish) is a plus!**

Licenses/ Certifications

●Possessions of Class "C" general contractor's license, or SBCCI Building Inspector, or Rehabilitation Certification; or six years of verifiable work experience in the construction industry.
●Successful completion of Housing Quality Standard Inspections (HQS) and REAC/NSPIRE within one year from date of hire.

Notes

Work may require performance of tasks outdoors under very climatic conditions.
Work may require attendance at meetings outside of OHA's regular business hours.

Job Requirements

- Extensive ability to understand and interpret residential and small commercial building construction plans and specifications.
- Ability to interpret and implement requirements of historical preservation standards and guidelines as they are received.
- Ability to work effectively with co-workers, Property owners, Contractors, Government Officials and the general public.
- Ability to work independently and take the initiative in the performance of duties and responsibilities.
- . Must have the ability to resolve contractor conflicts and issues and perform contractor evaluations Working knowledge and proficient skills in the use of Windows applications, Microsoft Word and Excel, and the ability to navigate easily on the Internet.
- Possess Good Customer Service and Public Relations Skills

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the work order or conduct the inspection.

Employee Signature: _____/ Date_____

Human Resources Department: _____/ Date_____

Direct Supervisor: _____/ Date_____

Approved by: _____/ Date_____
Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

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