

Facilities Supervisor Job Overview

The Housing Authority of the Town of Enfield is among the original public housing authorities in the State of Connecticut with a vast portfolio of housing programs including Elderly/Disabled, Congregate, Moderate Rental and Housing Choice Voucher programs.

We are seeking a qualified individual to join our facilities team. The ideal candidate will have the necessary work experience and knowledge needed for the management of the physical maintenance of our quality affordable rental apartments. We are seeking a reliable, dedicated team player with excellent time management, organizational and supervisory skills and the ability to work independently.

Annual Salary: \$59,332

Responsibilities

1. Plans, schedules, coordinates, performs and supervises facilities functions including, but not limited to, routine, emergency, preventative, and modernization activities.
2. Supervises the maintenance laborers, mechanics and other staff. Oversees work performed by contractors. Supervises, the maintenance and repair of buildings, building equipment and fixtures, grounds and facilities, and automotive and specialized equipment.
3. Assists Facilities Manager in the preparation and administration of funding applications for Modernization and New Development Programs. Assists in the planning, scheduling and coordination of the modernization and rehabilitation programs.
4. Assists in the preparation of an annual needs statement and a five-year needs assessment plan; assists in developing and enforcing policies and procedures in assigned program areas.
5. Supervises an inventory of maintenance supplies and materials and approves purchase requests for routine supplies and materials. Assures that procurement and contracting procedures comply with the Authority's Procurement Policy and State regulations in maintenance and modernization programs.
6. Estimates cost of equipment, materials and labor; prepares specifications for equipment and materials; analyzes bids and recommends purchases.
7. Maintains the computerized work order system and ensures that service is timely and responsive.
8. Makes periodic inspections of all buildings and grounds to ensure that properties are well maintained.
9. Attends workshops, seminars, and training sessions as instructed by the Facilities Manager.
10. Assists in providing and arranging for maintenance staff training as necessary.
11. Assists in the development of and keeps safety policies current.
12. Works closely with the Facilities Manager to keep the Authority's fixed asset program current.

13. Reviews, updates and drafts programs for emergency preparedness, maintenance and communication for severe weather and other emergencies.
14. Performs Clerk of the Works and Owner's Representative functions.
15. Performs other related duties as directed by the Facilities Manager.
16. Performs mechanical repairs and renovations as needed to abate emergency work, reduce vacancy loss, backlog of service work orders, and preventative maintenance as directed by the Facilities Manager.
17. Provides emergency call coverage after hours as needed.

Requirements

1. Ability to plan and direct the work of skilled, semi-skilled, and unskilled laborers.
2. Knowledge of the purposes, policies and regulations of the Authority as established by the Board of Commissioners or as set forth by State of Connecticut regulations.
3. Working knowledge of the materials, equipment, tools, methods and practices essential to the maintenance and repair of buildings, building equipment and fixtures, grounds and facilities.
4. Working knowledge of construction/contract administration techniques and procedures.
5. Working knowledge of hazards and safety precautions associated with the work.
6. Knowledge of effective building and grounds maintenance program procedures with the ability to implement same.
7. Ability to assist in the development and implementation of preventive, responsive, routine emergency, grounds care, and other maintenance programs.
8. Ability to estimate costs, labor time and materials.
9. Ability to assist in the preparation of bid specifications and to coordinate bid processes; ability to keep records and prepare reports.
10. Ability to read and interpret building plans, prints, drawings and diagrams.
11. Ability to establish and maintain effective working relationships with associates, residents, representatives from neighborhoods, community leaders, and state, and local officials.
12. Ability to deal courteously and tactfully with the general public and to handle irate residents in a calm and fair manner.
13. Computer literate with the ability to operate a computer and ability to learn and manipulate the appropriate Authority software programs.

14. Ability to respond to after-hours calls for urgent and/or emergency service as needed.
15. Graduation from an accredited two-year trade school, college or university with major course work in Building Construction, Management, Engineering, Architecture or related; and

Five years progressively responsible experience in building and grounds maintenance, building construction, or related, with at least two years' experience in a supervisory capacity; or

A combination of education, training, and experience equivalent to the above.

Company Overview

Organized in 1948, the Housing Authority of the Town of Enfield is among the original housing authorities in the State of Connecticut focusing on meeting the housing needs of the community by developing and managing programs that result in high performing, sustainable and fiscally responsible housing.

The Housing Authority of the Town of Enfield is a proven leader in the housing industry by providing services to over 600 families in Enfield and surrounding towns. We promote safe, decent, sanitary, drug free and smoke free housing opportunities.

The Housing Authority of the Town of Enfield is looking for a dedicated individual who can contribute their skills in a collaborative environment in service to our residents. In return, we offer competitive compensation and a generous benefits package including health, vision, life insurance, 457 Plan, paid sick and vacation, 12 paid holidays a year, pension, and an employee assistance program. The Housing Authority of the Town of Enfield is an equal opportunity employer.

Housing Authority of the Town of Enfield
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