

Job Classification of Sweetwater Housing Authority Maintenance Director

Job Summary:

Under the supervision of the Executive Director, the Maintenance Director is to be responsible for the overall administration of the entire project level maintenance operation. Must possess thorough knowledge of housing maintenance and repair practices and procedures, thorough knowledge and the ability to perform routine work in the plumbing, electrical, HVAC, masonry and carpentry fields. The Maintenance Director must have the ability to direct the work of lower level maintenance workers in general routine maintenance. Must have the ability to plan, schedule and solve maintenance problems through on-site inspections. Must also be adept in planning future maintenance needs in accordance with the current procurement policy. Must possess the ability to deal effectively with the general public, vendors and tenants in the public housing units. The Maintenance Director must be able to answer tenant questions and complaints and solve maintenance problems, using tact and diplomacy.

(Worker must have a valid Tennessee Driver's License and good driving record.)

Job Goal:

To help maintain the equipment and buildings in a condition of operating excellence so that full use of them may be made at all times.

Typical Duties and Responsibilities:

1. Plan and work from blue prints, sketches, architectural drawings and oral instructions
2. Requisition tools, equipment, maintenance and janitorial supplies
3. Develop a preventive maintenance program for buildings and grounds
4. Plan and supervise routine work for each person under his/her supervision
5. Maintain accurate records for all work done under his/her supervision and maintain files and cross files on all units and their upkeep
6. Maintain accurate inventory on parts and equipment, and maintain inventory cards
7. Develop a system for responding to emergency calls after regular working hours
8. Make recommendations of the needed renovations to authority dwelling units and property, assist the Ex. Director in planning for maintenance needs to be included in the capital fund and operating budgets.
9. Maintain contact with vendors, engineers, architects and contractors during construction
10. Assist Housing Mgr. and Ex. Director in majority of dwelling unit, building exterior, and site inspection
11. Perform related duties as assigned, this will include maintenance work and work orders when needed to maintain the maintenance schedules and work loads
12. Care for tools, equipment and maintenance materials, must be stored properly, clean and good repair
13. Know and follow all safety rules and proper procedures associated with the responsibility of the job. Conduct Monthly Safety Meetings and supervise the adherence of all safety rules and procedures by each maintenance employee.
14. Monitor Surveillance equipment for serviceability and perform systems checks at each location

Physical Demands

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. May be required on rare occasions to lift, load and unload heavy objects, such as stoves and refrigerators. Hand trucks and back support braces must be used when lifting heavy objects.

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. SHA will strive to ensure that all of its employment practices are free from discrimination based on the protected status factors, race, color, religion, sex, age, familial status, national origin or disability. Applicants will receive consideration on the basis of occupational qualifications, education and character.

Upon request, Sweetwater Housing will provide reasonable accommodations to individuals with disabilities.

DATE OF APPLICATION _____

NAME _____ LAST 4 #'S OF SOCIAL SECURITY NO. _____
(LAST) (FIRST) (MIDDLE)

ADDRESS _____ PHONE _____
(STREET) (CITY) (STATE) (ZIP)

POSITION APPLIED FOR: Maintenance Supervisor

I am seeking a permanent position: YES NO Full Time or Part-time

Are you legally eligible for employment in the U.S.A.? YES NO Valid Driver's License? YES NO

Do you have reliable transportation? YES NO - Have you had any car accidents in the last 5 years? _____

Have you had any speeding tickets or traffic violations in the last 5 years? _____

Are you able to perform the essential functions of the position with or without accommodations: Yes No

DATE AVAILABLE FOR WORK _____

Do you currently use illegal drugs? YES NO

Have you ever been convicted of a felony _____ If yes, when and please describe _____

Have you ever been convicted of an offense against the law other than a minor traffic violation? Yes No _____

If yes, explain: _____

EDUCATION:

Highest elementary or high school grade completed (Circle) 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate or earn a GED? _____
 (Note: Transcripts or diploma may be required for verification of education)

Type of School	Name and location of school	Dates attended (From ___ to ___)	Did you graduate? (yes or no)	List diploma or Degree earned

Please list any Professional of Trade License/Certifications/registrations (include type, date & state received): _____

SPECIAL SKILLS/QUALIFICATIONS: List machines or equipment you can operate: _____

Any foreign languages you speak fluently? _____ Good? _____
write or read fluently? _____ Fair? _____

Veteran of the MILITARY SERVICE? YES _____ NO _____

Type of education, training or work experience while in the military _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Summarize special skills including supervision skills and qualifications acquired from employment or other experience:

State any additional information you feel may be helpful to us in considering your application.



TN RELAY CENTER: Voice- 1-800-848-0299 TTY- 1-800-848-0298



For Personnel Department Use Only

Arrange Interview _____ YES _____ NO _____ Date _____
Remarks _____

Employed _____ YES _____ NO _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____

BY _____
Name & Title _____ Date _____

EMPLOYMENT RECORD: Please indicate at least 10 years of employment. Start with the present or most recent position and work back. Include military service. Use additional sheets if necessary.

EMPLOYER: Mailing Address: Phone # :	Type of Business:	Full Time _____ Part Time _____ Seasonal _____
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Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Immediate Supervisor:	Briefly describe your duties and responsibilities:
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Explain reason for leaving:

EMPLOYER: Mailing Address Phone # :	Type of Business:	Full Time _____ Part Time _____ Seasonal _____
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Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Immediate Supervisor:	Briefly describe your duties and responsibilities:
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Explain reason for leaving:

Do you have any relatives working for Sweetwater Housing Authority? YES NO If yes, list names, relationship, and position. _____

I hereby certify that the foregoing statements as well as those on any attachments(s) to the form are, to the best of my knowledge, true, correct and complete and that they are all given of my own free will. I agree that any misstatements as to material facts will constitute as grounds for unfavorable consideration or dismissal from employment. I understand and agree that, if hired, my employment is at-will and for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice. A criminal background check, driving record, TN drivers License, and drug screen will be required upon offer of employment. I release Sweetwater Housing Authority of any liability for the use of this information in considering and reviewing my application for the available position. I authorize my former employers, schools and personal references to release records to and discuss my performance, character, general reputation and personal history to SHA.

May we contact your present employer? YES NO Applicant Signature _____ Date: _____

EMPLOYER: Mailing Address		Type of Business:		Full Time _____
Phone # :				Part Time _____
				Seasonal _____
Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
Immediate Supervisor:		Briefly describe your duties and responsibilities:		
Explain reason for leaving:				
EMPLOYER: Mailing Address		Type of Business:		Full Time _____
Phone # :				Part Time _____
				Seasonal _____
Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
Immediate Supervisor:		Briefly describe your duties and responsibilities:		
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EMPLOYER: Mailing Address		Type of Business:		Full Time _____
Phone # :				Part Time _____
				Seasonal _____
Position:	Starting Date:	Starting Pay:	Leaving Date:	Ending Pay:
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Phone # :			

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