

Copper River Basin Regional Housing Authority
PO Box 89
Glennallen, Alaska 99588

Preventive/Maintenance Lead

Job Title: Preventive/Maintenance Lead	Division: Maintenance
Reports to: Maintenance Supervisor	Supervises: Maintenance Technicians
Classification: Regular	Date Revised: 11.14.18
Safety Sensitive: Yes	Status: Non-Exempt
Work Schedule: 40 hours/week	Salary: DOE

Job Summary

This is a lead position that coordinates and conducts routine preventative maintenance projects and responds to resident requests for repair and maintenance of Copper River Basin Regional Housing Authority properties. The foreman performs the work and leads a group of other workers by directing and reviewing tasks. The foreman assigns work; sets schedules and priorities; determines methods; provides training and instruction; evaluates and approves completed tasks. Categories of work include: onsite general repair and maintenance, heating and basic electrical maintenance and home appliance repair; resident move-in and move-out, including inspections; and procurement assistance to management as needed. This position does not typically supervise other positions but will lead workers for preventative and routine maintenance duties.

Examples of Essential Functions

Technical

- Perform manual labor on plumbing, heating, electrical and structural repairs to homes and apartments. Conducts on-site inspections
- Oversee upkeep of exterior and interior housing authority properties including lawn care and gardening, seasonal snow removal, interior painting, plumbing, electrical fixes and vacuuming
- Perform all move in and annual inspections. Develop and monitors maintenance improvement plans for tenants who fail their annual inspection.
- Inspect units for structural integrity: roofs, floors, plumbing, etc.
- Maintain truck, tools and equipment and have vehicle serviced as needed.
- Use and maintains field gear as provided i.e. respirators, coveralls, fire extinguishers and first aid kits.
- Research latest trends in building industry for home maintenance, utilizes knowledge to procure items for lowest cost
- Prescribe training and methods pertaining to maintenance to ensure units are kept in a safe, sanitary and decent condition.
- Prepare cost, material and manpower estimates within budget, travel, equipment and delivery considerations. Performs preventive annual boiler tune-ups and cleaning.
- Performs preventive maintenance on ventilation systems, water systems, and etc.
- Direct work on cross-functional teams

- Plan and schedule work of multi-member crews

Communication

- Communicates and counsel residents regarding maintenance and repair of heat, water, appliances, plumbing, electrical, grounds keeping, structural materials and surfaces, ventilation, insulation and emergencies including travel to villages and on-site visits
- Communicate authorization of additional work to Maintenance Supervisor when unforeseen problems occur; change order requests.

Managerial

- Uses computer for program information i.e. client input and home statistics, scheduling appointments, contractor obligations, archiving
- Prepares reports, invoices, purchase orders, inspection summaries, work orders, bid requests, contracts, billing statements, contract reports and other records
- Assist in CRBRHA procurement as needed
- Monitor project budgets and expenditures, track time, submit receipts, etc.
- Assists with departmental budgets
- Oversee work performed by maintenance employees and contractors, monitor services and products provided by suppliers for discreet projects
- Oversee maintenance employees on proper safety, repairs, procedures and practices on project basis.
- Set schedules and assigns daily tasks to others. Monitor, train and evaluate daily tasks for specific projects.
- Ensure adherence to work schedules, quality standards, safety and security rules
- Approve and authenticate timesheets for staff, as relevant
- Implement immediate and preventative maintenance program for housing properties within budgetary limitations
- Perform other related office and field work as required.
- Make decisions and set and balance priorities.
- Ensure prompt completion of daily logs, work orders, timesheets.
- Recommend alternative solutions to problems encountered in the work.

Knowledge + Skills

- Knowledge of general maintenance principles, practices and techniques
- Knowledge of project management practices and principles
- Knowledge of inspection techniques and methods
- Knowledge of heavy equipment and tool use is encouraged
- Knowledge of residential construction.
- Knowledge of current building codes, ordinances, and contractor bid process.
- Knowledge of grounds keeping and general maintenance techniques and methods
- Knowledge of pest control.
- Knowledge of plumbing, electrical, heating and structural repairs

- Skill in generating reports, proposals, invoices, purchase orders, inspection summaries, work orders, bid requests, contracts, billing statements, contract reports and other records
- Skill in the use of appropriate tools, methods and techniques of general maintenance
- Skill in establishing and maintaining a good working relationship with those contacted in the course of work, including tenants and staff
- Skill in team-building and general personnel management
- Skill in planning, organizing and managing maintenance operations of housing units
- Skill in both verbal and written communication
- Skill in using proper safety precautions related to all work performed
- Skill in the operation, care and repair of hand tools, grounds keeping equipment and snow removal equipment
- Ability to assess, estimate materials and supplies and perform inspections related to the duties assigned.
- Ability to assess and inspect contractor's accomplishments on home repair and furnaces modifications.
- Ability to understand and execute oral and written instructions and to apply available guidelines to varied situations.
- Ability to organize assignments in logical order.
- Ability to establish and maintain effective working relationships with contractors, co-workers and the public.
- Ability to use or to learn the use of computer keyboard to input and retrieve program data.
- Ability to use and maintain field gear such as respirators, coveralls and gloves, etc.
- Ability to meet the traveling requirements of the position.

Minimum Qualifications

Education + Experience

- High school graduate or General Equivalency Diploma (GED).
- Five years' maintenance and/or construction experience
- Experience in heating/boilers, power tools, plumbing, basic electrical and basic structural home repairs

Registration, Certification or Licensing

- Boiler heating unit training preferred
- CPR, AED, and Basic First Aid
- Uniform Physical Condition Standards
- Must have a valid Alaska Driver's License.

Physical Requirements

- Ability to physically perform the essential job functions including, but not limited to: climbing ladders or stairs bending or crawling in isolated locations over extended periods of time.
- Lift 50 pounds without assistance.

Working Conditions

- Position requires regular travel to surrounding communities in outdoor and inclement conditions.
- Flexible schedule may include evening, weekends, holidays and overtime (only if essential to the position).
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work involves exposure to dirty environments, extreme weather conditions, hazardous conditions including dangerous machinery and exposure to loud noises

Preferred

- American Indian/Alaska Native (member of federally recognized tribe).
- Knowledge of the Ahtna region.

Agreements

CRBRHA expects employees to embody the mission the organization “to provide and maintain affordable, energy efficient, safe and suitable housing to benefit Ahtna Tribal Members, Alaska Natives and American Indians and the Copper River Basin with a focus placed on self-sufficiency and economic development.”

CRBRHA is an alcohol and drug free workplace.

The job description does not constitute an employment agreement between CRBRHA and any employee or candidate for employment and is subject to change at CRBRHA's sole discretion as the needs of CRBRHA and requirements of the job change.

Employee's acknowledgement:

Date:
