



QUILEUTE HOUSING AUTHORITY

PO Box 159 • La Push, Washington 98350
(360) 374-9719 • Fax (360) 374-9117

TITLE: Maintenance Supervisor
STATUS: Non-Exempt
OPENS: 9/27/2017
SALARY: DOE/DOQ

CLOSING DATE: Open until filled

POSITION DESCRIPTION:

Under the direction of the Executive Director, the Maintenance Supervisor is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of buildings, homes, grounds and equipment. Responsible for maintaining electrical, plumbing, mechanical and related systems.

DUTIES AND RESPONSIBILITIES:

- Supervise and direct maintenance staff, perform job evaluations, and enforce QHA policies
- Ensure the assessments of repair/renovation requirements of all QHA housing units are conducted
- Ability to establish a professional relationship with the general public, residents, sub-contractors, suppliers and co-workers
- Planning, coordination and work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints
- Inspect work of staff and contractors in progress to ensure that workmanship conforms to set standards, work is in compliance with scope of work, and that work schedules are adhered to
- Coordinate or installs, inspects, repairs/ maintains the electrical, plumbing, mechanical and other related systems
- Assist in training Resident Services Representative on annual inspection process
- Train subordinate maintenance employees in areas where needed
- Monitor inventory and determine material, equipment and supplies to be used
- Coordinate after-hour emergency response
- Scheduling and performing preventative maintenance on all QHA units, buildings and properties

KNOWLEDGE OF:

- Accepted methods and procedures used in general maintenance, repair and renovation of public, private and commercial housing
- OSHA safety regulations
- Proper safety procedures in the use of such hazardous chemicals and abrasive cleaning products
- Basic building design, job layout techniques, preparing and reading plans and blueprints
- Basic computer skills
- Public housing laws, and agency rules, regulations and standards. Federal, State, and local building codes and practices

DESIRED QUALIFICATIONS:

Graduation from an accredited high school, or possession of an equivalent certificate (e.g. G.E.D.). Possession of an Associate Degree, or two full academic years of training, from an accredited college or university with a major in construction technology. Five (5) years of increasingly responsible maintenance experience and two years of supervisory experience, which includes responsibility for a full range of maintenance, renovation and repair activities. Must have and retain a Washington State driver's license. CPR and First Aid Certification.

*Must pass a criminal background check.

APPLICATION PROCESS:

The job application may be obtained at:

QHA Office
561 Quileute Heights
La Push, WA 98350

or you may obtain an application from the www.quileutenation.org website.

Submit job application to: Quileute Housing Authority
 561 Quileute Heights/PO Box 159
 La Push, WA 98350

IF APPLICANTS HAVE EQUAL QUALIFICATIONS, PREFERENCE WILL BE GIVEN FIRST TO NATIVE AMERICAN AND ALASKA NATIVES. EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 US CODE SECTIONS 472 & 473) THERE WILL BE NO DISCRIMINATION IN SELECTION BECAUSE OF RACE, COLOR, CREED, AGE, SEX, NATIONAL ORIGIN, PHYSICAL HANDICAP, MARITAL STATUS, POLITICS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.