

# **MAINTENANCE SUPERVISOR/WORKING FOREMAN**

The Amesbury Housing Authority is seeking qualified candidates to fill the position of Maintenance Supervisor/working foreman. This position is full time- 40 hour a week.

## **Description and Details:**

This is a working supervisory Maintenance position to supervise a staff of three employees and oversee the maintenance function of approximately 263 housing units. Work duties/responsibilities includes but is not limited to, supervision of maintenance personnel, scheduling of work assignments, working alongside work crews in general maintenance, oversee modernization work projects, compliance of procurement procedures, vacancy procedures, work order procedures, etc.

Over sees and maintains the internal and external structure of all buildings and grounds. Responsible for preventive maintenance of all buildings, tools, equipment and vehicles as necessary. Responsible for scheduling and record keeping of annual fire alarm testing, sprinkler testing, fire extinguisher inspection, maintenance of air source heat pumps, boiler inspections and HVAC systems. Ability to use a variety of hand and riding mowers, seeders, rototillers and hand tools. Snow removal, plowing, use of snow blowers and small and large vehicles. Dirt, debris, yard waste, rubbish removal. Moving of heavy objects i.e., appliances, tvs, doors, heaters, boilers, furniture, etc. Cleaning, disinfecting, restocking supplies as needed. Perform basic maintenance repairs including: carpentry, plumbing, electrical including drywall, cabinetry, inside/outside doors, broken windows, screens, locks, painting etc. Work duties also include HVAC, refrigeration, plumbing, electrical, painting, carpentry, and property maintenance. Knowledge of blueprints and sketches, building maintenance practices and principles, leadership principles, effective supervisory skills, and applicable employment law/regulations and occupational hazards and ability to implement effective safety precautions needed when performing general maintenance work Ability to operate motor vehicles, move heavy objects and lift and carry items up to 75 pounds work in a variety of conditions and locations including ladders, rooftops, confined areas, underground spaces, etc.

## **Minimum Qualifications & Requirements:**

Massachusetts Construction Supervisors License (CSL), five or more years' experience in Public Housing or similar relative experience, knowledge and understanding of requirements of MGL Chapter 30B Bidding and Procurement rules and regulations. Requirement of a high school diploma or GED certification and valid driver's license. Experience in supervision of at least 3 employees.

## **Wages**

Wages in accordance with Labor and Workforce Development Division of Occupational Safety standards and North Atlantic States Regional Council of Carpenters Local 51.

Provide Resume and cover letter of interest to Michelle Bibeau, Executive Director, 180 Main Street, Amesbury, MA 01913 or [executivedirector@amesburyha.com](mailto:executivedirector@amesburyha.com). Preference will be given to Resumes submitted by October 4, 2021 but will remain open until position is filled.

The Amesbury Housing Authority is an equal opportunity/affirmative action employer.