



Cow Creek Government Offices

Position Description

Position Title: Housing Maintenance Supervisor

Department: Housing

Reports To: Housing Director

FLSA Designation: Non-exempt

POSITION PURPOSE:

The Housing Maintenance Supervisor is responsible for coordination and management of the maintenance of all housing units, landscaping, public areas, residences and building on behalf of the Wi'li' Housing Program. The housing maintenance supervisor is also responsible for ensuring that the property is compliant with all Tribal Housing policies and standards, in addition to all tribal regulations.

SCOPE:

Coordinates all aspect(s) related to the maintenance of tribal housing. Coordinates and/or conducts technical and non-technical routine maintenance duties on a wide variety of building and facility equipment, fixtures and systems. Repairs a variety of equipment, machines and systems that includes heating, cooling, and some plumbing used in the daily operations of the property. Performs the installation of new equipment and parts as necessary. Oversight of maintenance staff and assignment of work orders. Updates maintenance and repair records as appropriate. Reviews maintenance requests, identifies, recommends and implements optimum solutions. Performs preventative maintenance inspections and preventative maintenance services. Completes work, which complies with regulatory codes under general supervision. Ensures that the premises are clean and orderly at all times. This position may also include some responsibilities for ground maintenance and assistance with the implementation of other tribal housing programs as directed.

ESSENTIAL FUNCTIONS:

- Oversees Maintenance Personnel and projects, assigns work orders to maintenance staff as needed.
- Oversees procurement of resources in coordination with the finance department.
- Solicit suppliers and contractors when work is necessary and monitor that they are compliant according to company policy.
- May assist the maintenance crew in performing various maintenance functions including repairs to the following: electrical, plumbing, appliances, flooring, carpentry, HVAC, grounds maintenance as dictated by state guidelines.
- May assist the maintenance crew in performing general carpentry duties such as wallboard repair, countertop/cabinet replacement, finish carpentry, window/glass repair, door/lock repair, and ceramic tile repair.

- May assist the maintenance crew in performing various proactive preventative maintenance including siding, painting, lighting, sprinkler, pool, golf-cart, elevator and more.
- Responsible for work order systems accuracy by verifying all orders are completed in a timely manner to company standards and the resident's satisfaction.
- Responsible for inspection of the property grounds, buildings, and common area amenities to maintain safety and cleanliness standards and to identify issues requiring maintenance, repair or replacement.
- Oversee and assist with management of property emergencies, such as snow and other inclement weather emergencies, fires, and floods.
- Promptly communicate with Housing Director concerning all maintenance issues at the property.
- •Observe and promote safety and risk management in accordance with and company rules and regulations.
- Help monitor response times for emergency on-call/after-hours maintenance assignments, and addresses issues as needed. Participate in on-call rotation as necessary.
- Foster a positive, active and collaborative relationship with residents, other properties and associated agencies.
- Conduct pre-move in and post-move out apartment inspections, and annual inspections and ensure timely completion of quality unit turns.
- Maintain a professional demeanor and appearance at all times, promoting the same to entire team.
- Work with the Housing Director and Programs Manager to ensure the team and the property are compliant per company, ownership tribal policies and standards.
- Responsible for ensuring maintenance costs remain within allotted property budget and providing input on expenses for future budgets.
- Follow all job specific processes, procedures and safety requirements.
- Assist with the implementation of other tribal housing programs as directed.

QUALIFICATIONS:

- High School Diploma or GED certificate preferred.
- Vocational/Technical Training, in Building Maintenance, related maintenance or experience, required.
- 3 years experience in the building maintenance, or related repair field. May substitute experience for education if the experience is in one of the following fields: carpentry, HVAC, electrical, plumbing, appliance or equipment repair.
- Ability to obtain certificates or licenses for specialty trades.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Basic computer skills.
- Analytical/mathematics skills are essential.
- Ability to read and comprehend written instructions.
- Capable of handling multiple priorities and tasks.
- Management shall evaluate education and experience on an individual basis.
- Current Oregon Drivers License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Must maintain a neat, clean and well-groomed appearance at all times (specific standards available).

