

Jurisdiction: Ithaca Housing Authority
Jurisdictional Class: Competitive
Adopted: 03/27/02
Revised: 09/15/10, 02/19/20, 09/07/22
Title changed from Director of Facilities and Maintenance 02/19/20

FACILITIES AND MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for planning, directing and supervising the repair and maintenance of buildings, grounds and equipment of the Ithaca Housing Authority. An employee in this class supervises and participates in work which is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating and ventilating, electrical maintenance and repair. The work is performed under general supervision, in accordance with general policies and objectives outlined by the Executive Director, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over all subordinate maintenance department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises daily activities of building and ground maintenance personnel;
Develops, schedules, and manages a program of preventive maintenance and repairs for buildings, grounds and equipment, in compliance with regulations and policies;
Assists the Executive Director by providing technical information and advice on current and proposed maintenance, repair, renovation and development projects;
Assists the Executive Director in determining service and work contract requirements;
Develops new plans and procedures to improve maintenance operation;
Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
Supervises and participates in the maintenance and repair of heating, plumbing and other related electrical and mechanical equipment;
Conducts periodic inspections of the conditions of buildings and equipment, and ascertains maintenance needs;
Supervises and participates in the maintenance and repair of buildings including painting, roofing, plumbing, carpentry, masonry, electrical, heating and ventilating;
Meets with architects, engineers and consultants to evaluate proposed maintenance needs, ongoing maintenance projects and development;
Provides ongoing training and evaluation of maintenance staff;
Estimates cost of maintenance and repair projects;
Supervises the requisition of equipment, supplies and materials to ensure compliance with agency procurement policies, approves purchases and oversees inventory control;
Maintains appropriate records in accordance with State, Federal and Local requirements;
Prepares reports as needed including required compliance reports;
Plans, participates and oversees snow removal at various locations;
Makes recommendations to the Executive Director regarding maintenance, repair and operational needs, and provides departmental input during the preparation of the annual budget;
Coordinates work with related Federal, State and Local agencies;
Conducts and supervises safety and training programs for maintenance staff;
Coordinates emergency preparedness procedures or severe weather and other emergencies;
May operate and/or perform minor repairs on motor vehicles and various power equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of building maintenance and operation activities; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building maintenance trades and operations; good knowledge of the practices, tools, equipment, terminology and materials for building maintenance operations; good computer skills, including knowledge of databases and internet research; ability to read and interpret plans, blueprints and specifications; ability to inspect grounds and dwellings and evaluate quality of construction in accordance with prescribed specifications; ability to understand and interpret complex written material; ability to plan, assign, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, and grounds maintenance; ability to develop and maintain effective working relationships with colleagues, residents, subordinates, public officials, and the general public; ability to communicate clearly and concisely, both orally and in writing; ability to prepare preliminary budget and renovation estimates; ability to successfully work with a diverse population; mechanical aptitude; dependability; initiative; good professional judgment; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Facilities or Building Management, Building Construction Technology, Engineering, Engineering Technology, or a closely related field, and two (2) years of full-time paid experience, or its part-time paid equivalent, supervising custodial, maintenance or building trades personnel; or
- B. Possession of an Associate's Degree in Building Management, Construction Technology or a related field and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at

<https://www.cs.ny.gov/jobseeker/degrees.cfm>.

Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- 2. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months of appointment and must maintain said certifications for the duration of employment.