

**ASSISTANT CHIEF OF MAINTENANCE
(Rochester Housing Authority)**

DISTINGUISHING FEATURE OF THE CLASS:

This is a support position responsible for the safe, efficient, and economical operation and maintenance of property managed by the Rochester Housing Authority (RHA). The employee in this title works with the Chief of Maintenance (COM) to address the day-to-day operation of the Maintenance Department for RHA. This position assigns, directs, and supervises the activities of subordinate technical and clerical staff. The employee is responsible for the adherence to established policies, procedures, rules, and regulations. The incumbent works under the general supervision of the COM with appropriate leeway allowed for the exercise of independent judgment. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Directs the assignment of maintenance personnel for rehabilitation, renovation and maintenance upkeep of properties owned or managed by the Rochester Housing authority (RHA),
- Works with the COM on department objectives, policies, and operating procedures,
- Ensures the compliance of the maintenance components with HUD, State, and local rules, regulations, and codes,
- Performs evaluations of various aspects of the maintenance and renovation work, such as work orders, scheduling, record keeping, and inventory control to make recommendations that improve overall Department operations,
- Inspect and assesses property conditions to formulate short-and long-range maintenance plans,
- Performs independent cost estimates, scopes of work, and staffing needs for upcoming projects,
- Determines whether it is more cost effective to assign work to staff or contract out,
- Assures compliance with applicable safety policies and regulations,
- Develops facility safety, security, and disaster recovery programs and procedures to present to the COM,
- Oversees contract management of maintenance, construction, and rehabilitation work in accordance with RHA's Procurement Policy,
- Prepares budgets for small renovation and large rehabilitation projects,
- Reviews contracts, cost estimates, agreements, invoices, purchase orders, and prepares monthly reports related to renovation, rehabilitation, and maintenance of RHA properties,
- Works with the COM in preparing the annual operating budget which specifies funds and expenditures required to achieve proposed plans,
- Develops programs for preventative maintenance and scheduling of repairs,
- Conducts periodic inspections of RHA properties and accompanies HUD compliance personnel on inspections of projects,
- Identifies training needs of maintenance personnel and works with the COM to ensure that needs are met by providing training through commercially available products or in-house designed training and personally train supervisors and foremen in safe and efficient methods of work,
- Prepares routine reports and correspondence regarding Department performance and condition of RHA property,
- Presents oral reports in the absence of the COM to the RHA Board and RHA management concerning maintenance activities,
- Performs duties of the COM in their absence.

ENTRY-LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of fundamentals of all trade work areas: electrical, masonry, plumbing, roofing, painting, drywall, and other finish work and how they interrelate,
- Knowledge of OSHA safety practices and relevant accident prevention techniques,
- Knowledge of methods of identifying and correcting hazardous conditions in residential structures,
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures,

**ASSISTANT CHIEF OF MAINTENANCE
(Rochester Housing Authority)**

- Ability to communicate effectively with staff, clients, and contractors, both orally and in writing, using tact and diplomacy,

ENTRY-LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (Cont'd):

- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments,
- Ability to evaluate staff performance and make recommendations on training needs,
- Ability to plan work of a labor-intensive division on a weekly, monthly, seasonal, and annual basis,
- Ability to utilize resources available: personnel, tools, equipment, vehicles, materials, within budgeted funds,
- Ability to plan and develop cost analysis schedules and other budgetary models,
- Ability to read blueprints, floor plans, and schematics,
- Ability to organize information systematically and to analyze discrepancies or differences to resolve problems,
- Ability to prepare statistical and narrative reports,
- Ability to use a personal computer and related software applications,
- Ability to respond outside of normal working hours on an on-call basis,
- Ability to represent the agency in a professional manner,
- Ability to climb stairs and ladders and perform complete building inspections.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- All entry-level KSA's, **PLUS:**
- Knowledge of internal policies, procedures, and guidelines of department or division, such as purchasing, housing programs, using budgeted funds, etc.,
- Knowledge of HUD operations, rules, and regulations,
- Knowledge of the applicable Federal, State, and local laws,
- Knowledge of the City's building, property conservation, and fire codes,
- Knowledge of applicable PESH and OSHA regulations,
- Knowledge of the collective bargaining unit agreement with RHA,
- Knowledge of the various types of RHA properties;
- Knowledge of contract compliance and the documentation required.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D.,

PLUS

- I. A. Bachelor's degree **AND** three (2) years of experience managing property maintenance of multiple-unit housing, or managing maintenance and renovation projects in residential or commercial properties,

OR

- B. Associate's degree **AND** four (3) years of experience as described in (A) above,

OR

- C. Five (5) years of experience as described in (A) above

AND

**ASSISTANT CHIEF OF MAINTENANCE
(Rochester Housing Authority)**

II. One (1) year of experience planning and supervising the activities of a work crew*,

AND

III. One (1) year of direct oversight of construction/renovation projects*.

* These experiences may be gained concurrently, with or separately from the qualifying experience as described in (A) above.

NOTES:

1. A Bachelor's degree in Construction Management or Technology or related field may substitute for two (2) years of experience as defined in (A) above.
2. An Associate's degree in Construction Management or Technology or related field may substitute for one (1) year of experience as defined in (A) above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class D Driver's License at time of appointment **AND** availability of a vehicle for use during working hours. This requirement must be maintained throughout employment in this title.