

# Brainerd Housing & Redevelopment Authority

## Maintenance Supervisor

Status: Full-time, Exempt  
Supervisor: Executive Director

### Position Summary

Serves the capacity of Maintenance Supervisor for both the Brainerd and Crosby Housing and Redevelopment Authority. The Maintenance Supervisor is responsible for the direct supervision of Maintenance staff and Housekeeper positions. Coordination of staff, contractors and vendors to complete all building and maintenance activities. Serves as part of team that administers federal grant dollars.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.*

- Assist in the development and monitoring of Capital Fund Program (CFP) and operating budgets.
- Work as part of a team to administer the Capital Fund Program, including long range planning, internal needs assessments, scheduling of contractors, progress inspections. Work with architects and engineers to assure timely and satisfactory completion of CFP projects.
- Monitor progress of Capital Fund and maintenance projects to ensure payment requests are processed on time and within project payment amounts.
- Assist in the development of specific renovation items that require architectural/engineer contract services, reviews A/E designs, blueprints and bid documents for completeness.
- Assist the Housing Rehabilitation Coordinator in organizing and recording of all submitted Invitation For Bid. (IFB) and Requests For Proposals (RFP), organizing bid openings, pre-bid and preconstruction meetings and prepare minutes.
- Responsible for compliance with prevailing wage requirements and reporting.
- Ensure that file documentation is complete and files are audit-ready.
- Research, analyze and interpret Federal guidance to make sound recommendations to management team.
- Utilize computerized systems and software for communication, billing, procurement and building systems.
- Develop and implement energy audit and physical needs assessment.
- Diagnose repairs, delegate to appropriate maintenance staff or contractor and, if necessary, write bid specifications, acquire bids from contractors and vendors, act as a project manager.
- Procure products, services and contracts needed in compliance with HUD regulations.
- Schedule and coordinate inspections of HRA properties including PHAS (Public Housing Assessment System) and PASS (Physical Assessment Subsystem) compliance of Public Housing properties.
- Communicate timely and effectively with all departments, meet all HUD and Agency deadlines.
- Train applicable staff in the proper use of cleaning products, Safety Data Sheets (SDS), tools, maintenance and cleaning equipment, lawn care equipment, etc.
- Determine the need for maintenance tools, supplies and equipment and maintain an inventory system.
- Determine training deemed beneficial or essential to maintain certifications for maintenance department.

- Other activities as directed by supervisor.

### Minimum Qualifications

Bachelor's degree in related field and two years' experience in position with similar job duties, preferably with supervisory responsibilities, or six years' combination of relevant education, training and experience that meets the requirement to successfully accomplish the assigned duties and responsibilities as determined by the Executive Director. Possession of a valid driver's license and access to reliable transportation. Must have a First class C Engineer boiler license or the ability to obtain it within 3 years of hire. Must be available to handle emergency service calls on an on-call rotation that includes nights, weekends and holidays.

### Knowledge, Skills and Abilities

- Knowledge of HUD regulations and procurement guidelines and Uniform Physical Conditions Standards (UPSC)
- Knowledge of applicable building and property compliance codes and experience in building systems, structural, mechanical, plumbing, HVAC and electrical.
- Ability to initiate work projects and make independent decisions.
- Comprehensive knowledge of computer software and information systems such as Microsoft Office.
- Ability to organize and systemize department procedures and effectively supervise staff.

### Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is required to see and hear in the normal range in order to receive detailed information; communicate verbally and in written form to receive and convey detailed and important instructions to others and be understood. If eye or hearing correction is needed, the proper correction needs to be used at work.

Physical demands regularly require using of hands to finger, handle, feel or operate tools or controls, stooping, climbing ladders, bending, kneeling, crouching or crawling, reaching with hands and arms, pushing, pulling and lifting, frequently requires standing, walking, climbing or balancing and repetitive motions, occasionally requires sitting. The employee must occasionally lift and/or move more than 100 pounds; frequently up to 50 pounds and constantly up to 20 pounds.

Work regularly requires operating machines, motor vehicles, equipment and tools, exposure to moving mechanical parts and occasionally working in high, exposed places, exposure to toxic chemicals and exposure to risk of electrical shock. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to temperature variations, noise, vibrations, fumes, odors and airborne particles; performed generally in a moderate to loud noise location. Worker may be required to wear protective gear such as eye, ear and respiratory protection.

***This job description does not constitute an employment agreement or binding contract and is subject to change by the employer as the needs of the employer and requirements of the job change.***