



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

Job Opening: Maintenance Supervisor

Opening Date: September 15, 2017

Closing Date: September 28, 2017

Department: Housing Maintenance

Supervisor: Executive Director

Status: Full-Time, Exempt, Salary

Location: 565 North 100 East, Cedar City, Utah 84721

Beginning Salary: \$42,000 + Based on Experience

The Utah Paiute Tribal Housing Authority (UPTHA) in Cedar City, Utah is seeking applicants for the position of Maintenance Supervisor. UPTHA is a tribally designated housing entity that provides housing assistance to members of the Paiute Indian Tribe of Utah.

JOB SUMMARY:

This position consists of a supervisory level overseeing all maintenance department activities for the Paiute Housing Authority.

PROGRAM MANAGEMENT (PM)

Direct the daily operations of the maintenance department which includes supervising maintenance staff, record keeping, document tracking, department and employee accountability, contract management, and rehabilitation of existing rental units along with the following duties and responsibilities:

PM – Essential Duties and Responsibilities

1. Follow established federal regulations, UPTHA Policy, and sensitivity for tribal cultural standards.
2. Supervise the work of maintenance staff to ensure adherence to OSHA safety standards.
3. Record keeping, creating, and maintaining reports in computer software.
3. Follow established procedures for contracting and accepting bids for rehabilitation work
4. Coordinate the repair, rehabilitation and modernization work to be completed on Housing Authority units
5. Coordinate annual preventive maintenance inspections with maintenance staff and tenant services Program Manager.
6. Monitor Performance of maintenance staff and complete annual employee performance reviews.

7. Prepare monthly maintenance report for as part of the overall housing report to the board of commissioners.
8. Meet regularly with Executive Director providing maintenance program updates.

FISCAL MANAGEMENT (FM)

Maintain maintenance files to include any financial activity, warranty information and proof of purchase. Coordinate any requests for large purchases with Executive Director. Submit accurate financial reports requested along with the following duties and responsibilities:

FM – ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Schedule daily/weekly repair work for maintenance staff
2. Training maintenance personnel on up-to-date repair procedures
3. Spot check completed work performed by maintenance crew
4. Supervise completion of all work orders and assess charges to tenants as necessary
5. Responsible for all maintenance inventory to include tools, equipment, supplies and materials
6. Manage and administer UPTHA Safety program—record and provide monthly trainings to all personnel
7. Supervise maintenance fleet program to include trucks, trailers and heavy equipment
8. Maintenance Point of contact for all vendors, contractor and rehabilitation work
9. Responsible to maintain all UPTHA buildings and grounds

SKILLS and ABILITIES:

1. Computer operations, (i.e. Microsoft Word, Excel, email, etc.)
2. Good writing skills consistent with preparing reports, employee evaluations and other communications as required.
3. Excellent verbal communications and possess good typing skills
4. Detail oriented, note-taking, office and team organization, and accuracy with information flow.
5. Must be able to pass computer, typing, and excel exam.

QUALIFICATIONS AND REQUIREMENTS:

1. At Least 4 years of supervisory experience in maintenance and/or work teams
2. Documented experience motivating a work force
3. Demonstrate success at completing tasks on time and with high level of accuracy
4. Preference given to applicants with Experience working with rental unit tenants.
5. Aware and possess cultural sensitivity
6. Must possess a valid Utah Driver License and be insurable.

EDUCATION:

1. High School Diploma/GED

The work is performed both in an office setting and outdoor work is required in the inspection of housing and in various land use developments and construction sites. At times work in extreme weather conditions to include dust, cold and hot weather (protective equipment will be provided). Must be able to lift 25 pounds.

OFFICE MACHINES, TOOLS and EQUIPMENT:

Must be able to operate a desk-top computer, multi-line telephone system, copy machine, printer and fax machine. Also recognize the safe use of hand tools, electric tools, and heavy equipment consistent with OSHA standards.

PERSONAL CHARACTERISTICS:

Punctual, Attentive, Professional Demeanor and work well in a team environment, honest in dealings and possess a high level of integrity

SALARY

\$42,000 plus per year based on qualifications and experience and a very generous benefit package.

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Submit Cover Letter, Application and Resume and copies: Utah State Driver License, Authorization to work in the United States and Proof of Indian Preference (If applicable) to:

Utah Paiute Tribal Housing Authority
Attn: James Emery, Executive Director
565 North 100 East
Cedar City, Utah 84721
Email: jcemery763@gmail.com
Fax: (435) 586-0896

The Utah Paiute Tribal Housing Authority is an equal opportunity employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference.