



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p>PROGRAM/DEPARTMENT: Housing Division</p> <p>LOCATION: Mahal Plaza in Yuba City</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p>JOB DESCRIPTION TITLE: Maintenance Manager</p>	<p>POSITION STATUS: Regular Full-time FLSA STATUS: Exempt</p>
<p>SALARY: Grade 9</p>	<p>PROGRAM HOURS: 8:00 a.m. to 4:00 p.m., Monday through Friday</p> <p>On-Call Hours: 5:00 p.m. to 8:00 a.m., Monday through Friday</p>

SUMMARY:

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. CHD/HOUSING DEPARTMENT develops and manages housing properties in widely spread communities in the CHD service area.

The maintenance manager is responsible to do skilled work in the maintenance, alteration, and construction or equipment and structures; and to do related work as required.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Site Manager, will perform the following duties:

- A. Oversee all maintenance and repair of the project in compliance with local, state and federal fair housing laws as well as funding source regulations.
- B. Create, maintain, and execute maintenance file program:
 - a. Preventative Maintenance Schedules of the rental units and common areas.
 - b. Daily Inspection Reports of the buildings and common areas.
 - c. Annual Inspection Schedules
 - d. Safety Reports in compliance with corporate policy.
 - e. Inventory Reports
 - f. Capital Improvement / Redecorating Schedule
- C. Execute work orders from tenants and staff in accordance with established policies and procedures.
- D. Comply with OSHA and CHD safety standards.
- E. Prepare scope of work and obtain bids for work orders estimated to exceed threshold established by funding source, in accordance with corporate procurement policy and procedures.
- F. Coordinate, schedule and monitor contractors/vendors working on the rental units and common areas.
- G. Review vendor invoices for accuracy and code them to proper accounts in a timely manner.

- H. Schedule repairs and replacements in accordance with established policies and procedures.
- I. Perform move-in, move-out and annual inspections of rental units in compliance with local, state and federal fair housing laws as well as funding source regulations.
- J. Perform annual inspections of units and common areas in compliance with local, state and federal fair housing laws as well as funding source regulations.
- K. Create and maintain maintenance files in compliance with funding source regulations.
- L. Possess and control “as-built” plans and specifications and recording of any modifications.
- M. Prepare, maintain and execute energy conservation program.
- N. Supervise other maintenance personnel.
- O. Comply with corporate inventory control policies and procedures utilizing property management software.
- P. Coordinate and schedule tri-annual ADA (Americans with Disabilities Act) survey.
- Q. Coordinate and schedule CNA (Capital Needs Assessment) as needed.
- R. Enter data into property management software including but not limited to work orders, asset information, make ready boards, and supply orders.
- S. Responsible for staying within maintenance budget.
- T. Attend community events and tenant meetings as assigned
- U. Perform On-Call Duties Monday through Friday 5 p.m. to 8 a.m.
- V. Perform weekend On-Call Duties as assigned.
- W. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

COMMUNICATION SKILLS:

- A. Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.
- B. Write business correspondence memorandums, reports, plans and procedures.
- C. Computer literacy.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, fractions, and percentages.
- C. Create and interpret charts and/or graphs.

REASONING ABILITY:

- A. Establish and maintain professional relationships with residents, management, vendors, employees, and external agencies as well as with the general public.
- B. Ability to solve problems, resolve conflicts effectively, and use effective judgment in crisis situations
- C. Ability to lead and motivate people.
- D. Maintain appropriate boundaries with residents and employees both on and off duty as defined by CHD policies.

SUPERVISORY RESPONSIBILITIES:

- A. Supervise employee(s) within the guidelines of CHD Human Resources policies and procedures and applicable laws.
- B. Responsible for the overall direction, coordination, and evaluation of these employees.
- C. Responsibilities may include participation in hiring process and/or termination of employees within guidelines of CHD Human Resources policies and procedures.

ADDITIONAL REQUIREMENTS:

- A. On site residency required.
- B. Employee Unit Occupancy Agreement must be signed prior to employment.

QUALIFICATIONS

EDUCATION:

- A. High School Diploma or GED

EXPERIENCE:

- A. Minimum two years experience with basic electrical, plumbing, painting, and carpentry repairs. As well as basic landscaping installation and general maintenance.
- B. Minimum of one year experience as a maintenance manager of rental housing.
- C. Experience as a maintenance manager of non-residential properties may be substituted for a portion of the experience, at the discretion of the Housing Director.
- D. Bilingual in English and the prevailing native language(s) of the residents at the housing site is an asset.

WORK CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

Frequently:	Walking, Seeing, Hearing, Speaking, Standing, Bending, Lifting up to 25 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Lifting up to 50 lbs, Squatting, Kneeling
Seldom:	Climbing, Twisting, Sitting, Lifting up to 75 lbs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

OTHER:

- May require local or overnight travel on behalf of CHD.
- May have exposure to hazardous materials or conditions.

CERTIFICATION, LICENSES AND REGISTRATIONS:

- A. Certification by a regulatory agency or a recognized training agency as a maintenance manager of rental housing may be required.
- B. A Valid California Driver's License.
- C. Proof of insurance on personal vehicle.
- D. Recent satisfactory DMV printout of driving record.
- E. May also require, for staff working with youth or seniors, a fingerprint clearance from the U.S. Department of Justice as well as a criminal and sex offender background check.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature