



California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Maintenance Manager

DIVISION/DEPARTMENT: Affordable Housing

REPORTS TO: Apartment Manager

FLSA STATUS: Exempt

LOCATION: Parkway Plaza – Fairfield

REVISED DATE: 10/10/2023

Summary Description: Under the supervision of the Apartment Manager, the Maintenance Manager is responsible for maintaining the physical components of the Parkway Plaza apartment complex in Fairfield. Responsibilities include handling work orders and conducting preventive maintenance and general maintenance repairs of the property in compliance with the Occupational Safety and Health Administration (OSHA), Department of Housing and Urban Development (HUD) and California Human Development (CHD) standards.

DUTIES AND RESPONSIBILITIES:

- Tend to work orders and other maintenance-related items using plumbing, electrical, flooring, and carpentry skills, in compliance with OSHA and CHD safety standards and following all funding source compliance standards for maintenance.
- Prepare scope of work and obtain bids for work that requires outside vendors, in accordance with procurement policy and procedures.
- Schedule and complete make-ready turnover work utilizing property management software and time management skills to ensure completion of the tasks by the agreed upon deadline.
- Utilize Property Management Software System, Real Page Onsite, and train staff to utilize Real Page for work orders, make ready boards, asset management, and inventory.
- Comply with and maintain inventory control policies and procedures utilizing property management software.
- Act as primary purchaser and selector of appropriate maintenance supplies and contractors for repair work in accordance with CHD fiscal policies and procedures, staying within maintenance budget.
- Review vendor invoices for accuracy and code them to proper accounts in a timely manner.
- Ensure property is prepared for physical inspections and perform move-in, move-out, and annual inspections of rental units in compliance with local, state, and federal fair housing laws and funding source regulations.
- Coordinate, keep, and comply with the preventative maintenance schedules, Capital Improvement/Redecorating Schedule, and Capital Needs Assessment (CNA).
- Coordinate Americans with Disabilities Act (ADA) surveys and transition plans as needed.
- Possess and control “as-built” plans and specifications and records of any modifications.
- Create, maintain, and execute maintenance file program.

- Prepare, maintain, and execute energy conservation program.
- Attend training, community events and tenant meetings as assigned.
- Perform on-call duties or delegate to Maintenance Technician and other staff as appropriate.
- Actively participate in the safety program as the Safety Coordinator, unless otherwise directed, and attend monthly safety meetings, assess building maintenance issues, process, and report monthly maintenance and safety reports, provide meaningful suggestions for working safely.
- Perform other related duties as assigned.

Supervisory Responsibilities

Manages one (1) non-exempt employee in the department. Supervisory responsibilities include the overall direction, coordination, and evaluation of the employee. Supervisory responsibilities are carried out in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Required Skills and Abilities

- Ability to travel to other locations as needed.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to read, analyze, and interpret general technical procedures and governmental regulations.
- Ability to use arithmetic skills normally applied in this position.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Demonstrate a dedication to the CHD mission by serving CHD clients and demonstrating a professional and caring attitude to colleagues, and clients.
- Ability to solve practical problems and deal with a variety of variables in all situations.
- Possess basic clerical skills with a working knowledge of Microsoft Office products including Outlook, Word, and Excel.
- Working knowledge of fiscal policies and procedures, purchasing, contractor and contract compliance
- Knowledge of property Management Software System Real Page Onesite for work orders, make ready boards, asset management, and inventory.

Education and/or Experience

- High school diploma or general education degree (GED).
- One (1) to two (2) years of related experience and/or training.
- Equivalent combination of education and experience. (i.e., a minimum of three (3) years of related experience with no high school diploma or GED).

Certificates, Licenses, Registrations, and other Requirements

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

- Must possess a smart phone with the capability to install security authentication application to securely access the CHD network.
- Contractor’s License preferred.

Physical Requirements

Regularly: Stand; Walk; Manual Dexterity; Stoop, kneel, crouch, or crawl; Talk or hear; Lift and carry up to ten (10) pounds.

Frequently: Reach with hands and arms; Climb or balance; Taste or smell; Lift and carry up to twenty-five (25) pounds.

Occasionally: Sit; Lift up to one hundred (100) pounds.

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus.

Work Environment

Regularly: Outdoor weather conditions

Frequently: Extreme cold or extreme heat; Risk of electrical shock

Occasionally: Wet or humid conditions; high precarious places, fumes, and airborne particles; Toxic or caustic chemicals; Work near moving mechanical parts; Vibration

Noise level: Loud (examples: metal can manufacturing department, large earth-moving equipment)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that fosters a good working relationship with customers, clients, co-workers, management, and stakeholders. Employment at CHD (California Human Development) is **at will**. This means employment is for an indefinite period and is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

Reviewed by Human Resources: _____

Date: _____