

September 29, 2021

**MAINTENANCE MANAGER  
CAREER OPPORTUNITY**

**Lorain Metropolitan Housing Authority is accepting applications for the positions of Maintenance Manager.**

The Maintenance Manager manages the daily maintenance operations for Lorain Metropolitan Housing (LMHA) public housing properties. Responsible for employee supervision, inspections, work orders, procurement, inventory and planning.

Salary range: \$47,599.50 minimum to \$71,389.50 maximum. Excellent benefits including health and life insurance, Ohio Public Employees Retirement System participation, vacation and sick leave. Minimum requirements include an Associate's Degree plus four (4) years of relevant experience, or equivalent combination of education and relevant experience. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio driver's license within 14 days of employment.

Please visit our website to download the application packet. Email the completed packet to [jobs@lmha.org](mailto:jobs@lmha.org) or mail it to LMHA, Human Resources Specialist, 1600 Kansas Ave., Lorain, OH 44052. Applications accepted until position is filled.

**Website:**

**<http://www.lmha.org/about-lmha/employment-opportunities/>**

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY

# Lorain Metropolitan Housing Authority

## Classification Description

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Classification Title:	Maintenance Manager	Grade: 8
Department:	Public Housing AMP/LIHTC	FLSA Status: Exempt
Reports To:	Project Manager	

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### **General Statement of Job**

The Maintenance Manager manages the daily maintenance operations for LMHA properties housing low-income families, elderly and disabled persons, and other eligible families.

The Maintenance Manager plans, directs, coordinates, supervises, documents and ensures the performance of daily activities for the maintenance and custodial employees and contracted service providers engaged in routine, reactive, preventive and rehabilitative maintenance of units (occupied and vacant), building systems, building exteriors, common areas and grounds. Responsible for employee supervision, inspections, work orders, procurement, inventory, planning.

### **Essential Duties and Responsibilities**

#### **Primary Duties:**

Ensures properties are well maintained in accordance with the policies and regulations of LMHA, county and city governments, and the Department of Housing and Urban Development

Discusses the planned/emergency maintenance activities with the Project Manager and Team Leader daily

Plans, organizes, and directs daily maintenance activities of the team leader, maintenance and custodial personnel in assigned locations

Surveys grounds on a daily basis to ensure favorable curb appeal

Responsible for ensuring that the maintenance workforce completes maintenance activities in an expeditious, efficient and courteous manner

Responds to after-hours emergencies, as necessary

Responsible for ensuring work orders are generated to document all work performed and that the work orders accurately reflect tasks, time and materials

Ensures work performed is thorough, completed in an acceptable time frame, and follows up as needed to ensure quality results

Performs data entry for work orders, inspections, etc.; tracks work orders to make certain they are complete, accurate and closed out on a timely basis

Responsible to ensure units, building systems, building exteriors, common areas, and site are inspected and results documented in accordance with Uniform Physical Condition Standards (UPCS) on an annual basis

Implements & monitors Preventive Maintenance programs, including semi-annual health & safety inspections, ensuring that the Housing Authority's assets are maintained in the safest and most cost effective manner possible

Ensures vacant units are made rent-ready expeditiously:

- conducts move-out inspections on a timely basis
- estimates cost of labor and materials
- assesses amounts to be charged to tenants
- reviews quality and timeliness of work of contractors/staff performing refurbishment
- conducts move-in inspections to approve work of refurbishment crews or vacant unit contractors
- ensures that completed work conforms to LMHA's quality standards

Manages the inventory control system of maintenance and janitorial supplies at inventory points within the AMP

Promotes and abides by LMHA procurement policy and internal control measures when requesting, ordering, accepting, receiving and issuing materials and services:

- Determines the need for equipment, supplies, tools and services and generates electronic requests for procurement
- Ensures proper materials and services are obtained at the best price, that economical inventories are maintained, and that ordered materials are properly received and added into computerized inventory
- Utilizes online ordering and in-store purchases
- Develops specifications for small projects, seeks competitive quotes, and documents award
- Confirms receipt of materials and services prior to payment

Inspects vehicles, tools, maintenance equipment, and janitorial equipment for conformance with operational standards and arranges for regularly scheduled services and emergency repairs

Participates in the interviewing and hiring process of staff, as required

Trains, supervises, oversees and evaluates the performance of assigned staff

Trains the Team Leader to perform select essential duties in the absence of the Maintenance Manager

Administers training and indoctrination of workers to improve work performance and acquaint workers with LMHA policies and procedures

Confers with maintenance personnel bargaining unit representative to resolve complaints and grievances

Communicates safety procedures to employees and ensures they are trained in safe work practices and accident reporting procedures

Works with Maintenance and Safety Coordinator to plan non-capital fund repair, restoration, and insurance projects

Participates in Capital Fund Program construction project planning, assesses capital need requirements for each property, generates estimates for the work, and contributes knowledge of the property for preparation of bid specifications

Participates in pre-bid, pre-construction and weekly site project meetings, as necessary, for construction projects/service contracts related to the property

Provides essential site staff to perform tasks in support of contracted work (e.g. escorting routine service providers, facilitate access for construction repairs/projects, Capital Fund Program modernization renovation projects, etc.)

Engage with, assist and monitor the work of outside service providers as necessary (e.g. Columbia Gas, Ohio Edison, lawn care service, snow removal provider, plumbers, HVAC, etc.)

Ensures participation of AMP staff in warranty inspections conducted with architects, engineers, project managers and contractors

**Secondary Duties:**

Assists, as needed, in the formulation and development of policies and procedures

Attends informal hearings to assist Project Manager in resolving tenant disputes regarding maintenance work done in a unit

Performs other related duties as required

**Education, Experience, and Licenses**

Associate's Degree plus four (4) years relevant experience, or equivalent combination of education and relevant experience

Must obtain Certified Manager of Maintenance certification from qualified learning institution within twelve (12) months of employment

Must attend Uniform Physical Conditions Standards (UPCS) training from a qualified learning institution within six (6) months of employment

Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment

Preferred knowledge, training or certifications:

- Fair Housing Training
- Customer Service Training
- Knowledge of Ohio Tenant/Landlord Law helpful

### **Knowledge, Skills, and Abilities**

Ability to pass job-related LMHA tests, as required

Must pass physical, drug screen, employment reference and criminal history background check

Requires the basic ability to use office equipment such as a computer, calculator, copy machine, multi-line telephone system

Possess working knowledge of Microsoft Word, Excel and Outlook

Ability to learn and effectively use LMHA computer software to perform the essential tasks

Ability to utilize online order systems

Knowledge of physical assets, maintenance practices, materials and general construction and building maintenance trades, including carpentry, roofing, plumbing, electrical, HVAC, landscaping, etc.

Basic knowledge of building codes and health/safety OSHA regulations

Ability to use/repair light equipment (e.g., power tools) and medium equipment (e.g., snow blowers, Gators, etc.)

Ability to read and interpret blueprints

Ability to read, interpret and implement rules and regulations relating to REAC, UPCS and PHAS

Strong leadership and supervisory skills

Working knowledge of standard practices in performing maintenance in rental housing, documenting work orders, purchasing materials, and consumable inventory management

Ability to operate independently with little supervision, be accountable for the performance of the assigned staff, and maintain an expectation for success

Ability to explain policies and/or procedures to help others understand and implement

Requires strong interpersonal and organizational skills

Requires excellent internal and external customer service skills

Ability to communicate effectively with tenants, contractors, vendors, and employees

Ability to work with and serve a diverse, cultural, ethnic, disabled population and relate to individuals at all socio-economic levels

Ability to maintain confidentiality

Ability to speak, read, and/or write Spanish a plus, but not required

### **Physical Demands/Work Environment**

While performing the essential functions of this job, the employee is frequently required to talk, see, smell and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer or hand tools. The employee must be able to frequently walk the grounds and drive a vehicle in all kinds of weather. The employee is frequently required to stand and walk; ascend

and descend stairs; reach with hands and arms; kneel, bend, stoop, twist, crawl, climb, balance, or crouch; feel, finger, grasp manipulate and handle objects.

The employee must occasionally lift, push, pull, and/or move up to 50 pounds, up to 30 pounds frequently. The noise level in the office work environment is usually moderate with typical office sounds and conversations of others able to be heard throughout the office area. In workshops, garages, or rooms containing building systems, such as boilers, elevator controls, furnaces, the employee may be frequently exposed to sounds, smells, vibrations, heat, exhaust or steam of machinery and equipment. Work is performed in a typical office environment with frequent exposure to dirt, dust and outdoor temperatures. Outdoors the employee is frequently exposed to outdoor temperatures and weather conditions.

### **ADA/EEO Compliance**

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.