

July 21, 2021

MAINTENANCE TEAM LEADER POSITION CAREER OPPORTUNITY

Lorain Metropolitan Housing Authority is accepting applications for the Maintenance Team Leader position. The Maintenance Team Leader position performs work that includes managing inventory and performing maintenance work orders. Coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and maintains grounds. Position works 40 hours per week and must be available to work on a rotating on-call basis for second and third shifts and weekends. Minimum requirements include a high school diploma or GED. Two years of relevant maintenance experience. Previous experience in a skilled trade is desirable. Must possess and maintain a valid Ohio driver's license and be/remain insurable by LMHA's vehicle insurance carrier. Must be able to lift and/or move fifty (50) pounds. See attached job description for additional job requirements. Pay for first 30 calendar days of work - \$19.12 per hour with a probationary period wage increase every 30 calendar days of employment until the employee has reached the 91st calendar day, at which point the rate of pay is \$25.50 per hour; excellent benefits including health and life insurance, Ohio Public Employees Retirement System participation, vacation and sick leave.

Please complete an employment application located on the website and email to jobs@lmha.org or mail to: LMHA, Human Resources, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY

Lorain Metropolitan Housing Authority
Classification Description

Classification Title: Team Leader
Department: Public Housing/Maintenance
FLSA Status: Overtime Eligible (Non-Exempt)
Reports To: Maintenance Manager

General Statement of Job

Summary: Performs work that may include managing inventory and performing work orders. Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and grounds by performing the following duties.

Essential Duties and Responsibilities

Primary Duties:

Completes written Work Orders or verbal or written instructions from Supervisor.

Directs workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.

Directs workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, raking and disposing of leaves and refuse.

Directs workers engaged in the general cleaning and up keep of buildings, including buffing, dusting, sweeping, mopping, vacuuming and washing windows.

Directs workers assisting other departments as requested, including moving furniture and unloading and storing supplies.

Requisition of tools, equipment and supplies.

Inspects completed work for conformance to blueprints, specifications and standards.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets company policies to workers and enforces safety regulations.

Establishes or adjusts work procedures to meet production schedules.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other supervisors to coordinate activities of individual departments.

Performs activities of workers supervised. Responds to emergency calls and maintains inventory.

Performs duties of other staff in their absence, as needed. Attends meetings with staff, coworkers, contractors, consultants, service providers, collaborative partners, HUD personnel and the general public, as needed.

Participates in ongoing training, as required. Performs other duties as assigned.

Supervisory Responsibilities:

Performs those duties delegated.

Reports violations of policies and procedures.

Trains and assists co-workers, when needed.

Education, Experience, and Licenses

Education/Experience: High school diploma or GED. At least (2) two years of relevant maintenance experience. Previous experience in a skilled trade is desirable.

Language Skills: Ability to communicate effectively with staff, residents and the public.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving and the ability to read blueprints.

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: Valid State of Ohio Driver's License, unless exempted by the Director. 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

Knowledge, Skills, and Abilities

Ability to pass job-related LMHA tests, if applicable.

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

Ability to become proficient in LMHA computer software.

Ability to read, interpret and implement HUD regulations and guidance related to the job.

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

Ability to solve problems on a daily basis. Ability to work with and serve a diverse population and relate to individuals at all socio-economic levels.

Ability to pay attention to detail and work accurately on a consistent basis.

Possess mental acuity to make rational decisions through sound logic and deductive processes.

Ability to communicate effectively with the general public, vendors and coworkers.

Ability to meet/exceed the expectations and requirements of internal/external customers.

Requires a high degree of motivation, self-direction, and the ability to operate independently with little supervision.

Ability to maintain confidentiality.

Exhibits a comfort level of working in a fast-paced environment and able to prioritize multiple tasks with frequent interruptions.

Requires excellent organizational skills.

Requires the ability to use maintenance and power tools, office equipment such as a computer, fax, calculator, copy machine, and telephone systems.

Physical Demands/Work Environment

Physical Qualifications: 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 functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, see within the normal visual range and talk to hear. The employee must regularly lift and/or move up to fifty (50) pounds or more, frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to ten (10) pounds. The employee must be able to walk the grounds and drive a vehicle in all kinds of weather.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; extreme cold and heat. The noise level in the work environment is usually moderate to occasionally loud.

In some environments, sounds of machinery and equipment may be heard and smelled. Work is performed in a typical maintenance work environment with frequent exposure to dirt, dust and outdoor temperatures.

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.