

Maintenance Supervisor Position

The Norwell Housing Authority is seeking an experienced Full time Maintenance Supervisor with a start date of January 6, 2025. This is a working supervisory position in which the individual oversees part time maintenance staff, contractors, and any additional help to assist with maintenance and repair work and the operation of equipment and vehicles. The person who holds this position must be able to perform both heavy and light manual labor. Must be a self-starter and detail oriented. This work requires basic skills found in a variety of trade classifications, such as plumbing, carpentry, electrical, masonry, painting, janitorial, grounds keeping. Must be on call 24/7 and live within a 30-minute respond time.

- **General Overview:**

This is a working Supervisory Maintenance position to oversee the maintenance function of 80 elderly housing units, community building, maintenance garage, and 2 group homes. Work duties/responsibilities include but is not limited to: maintains the internal and external structure of all buildings and grounds. Scheduling of work, overseeing modernization work projects, compliance of procurement procedures, vacancy procedures, work order procedures, etc.

- Performs ongoing routine repetitive tasks associated with the interior and exterior cleaning and upkeep of grounds, such as cleaning common areas, office, lavatories, emptying trash, pruning trees and shrubs, mowing and reseeding. Keeping walks and doorways clear and free of snow and ice with use of snow blowers and small and large vehicles. Moving heavy objects i.e., appliances, doors, dirt, debris, yard waste etc.
- Performs various repair tasks of buildings and outside areas including but not limited to; restoring vacant apartments, window repair, patching walls, carpentry, plumbing, electrical, drywall, cabinetry, inside/outside doors, broken windows, screens, locks, steps, driveways, painting etc.
- Oversees and responsible for preventive maintenance of all buildings, tools, equipment and vehicles as necessary. Responsible for scheduling and record keeping of annual fire alarm testing, sprinkler testing, fire extinguisher inspection, hot water heaters/boiler inspections and HVAC systems.
- Ability to operate motor vehicles, move heavy objects and lift and carry items up to 75 pounds work in a variety of conditions and locations including ladders, rooftops, confined areas, underground spaces, etc.
- Ability to use a variety of hand and power tools.
- Responsible for inventory and purchase of supplies.
- Knowledge of blueprints and sketches, specification sheets, schematics, technical documents and standards, building maintenance practices and principles. Leadership principles, effective supervisory skills, occupational hazards and ability to implement effective safety precautions needed when performing general maintenance work.

Any other duties set forth by the Executive Director.

Work Environment

The position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position requires working with Authority residents.

Minimum Qualifications & Requirements:

Massachusetts Construction Supervisors License (CSL), OSHA Certification, 1 - 3 years' experience in Public Housing or similar relative experience. Requirement of a high school diploma or GED certification. Must be able to use technology. Must have a valid driver's license to operate in Massachusetts and pass a CORI background check. A pre-work physical is required. Massachusetts Maintenance Supervisor Certification will be required within one year of hire.

Wage and Benefits:

Salary range of \$71,900 - \$75,900 dependent on qualifications, certifications and licenses and is based on Department of Labor and Industry rates. Overtime and on call stipend, sick, vacation, holiday and personal time in accordance with NHA Personnel Policy. Health Insurance & Plymouth County Retirement as mandated.

Application deadline: November 22, 2024 or until position is filled
EEO- Affirmative Action Employer.