



## **Job Posting**

**Position:** Maintenance Supervisor

**Summary:** The Biloxi Housing Authority (“BHA”) is seeking a skilled and reliable Maintenance Supervisor to join our team! The primary purpose of the Maintenance Supervisor is to perform administrative and skilled supervisory coordination work in the maintenance and repair of buildings or building fixtures and facilities. The incumbent plans, schedules, assigns, supervises, and coordinates the work of the maintenance staff in the performance of skilled and unskilled tasks in the mechanical and building trades.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

### **Required Education and Experience:**

- High School Diploma, GED, or vocational school equivalent and a minimum of four (4) years of experience supervising maintenance or construction projects; or two (2) years of experience directly supervising four or more skilled works in the housing maintenance (preferred) or construction fields.
- Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities.
- Must be able to read and understand architectural and engineering plans.
- Must be able to write scopes of work for project bidding.

### **Duties and Responsibilities:**

- Under the leadership of the Director of Maintenance and Modernization, coordinates and oversees the work of staff including assigning, planning, and reviewing work, makes recommendations to the Department Director in evaluating work performance and coordinates the completion of performance evaluations, coordinating activities, maintaining standards, allocating personnel, assists in the selection of new employees, training staff, acting on employee problems, recommending, and implementing discipline to the Director of Maintenance and Modernization.
- Plans, organizes, and coordinates the work of skilled, semi-skilled, and unskilled workers engaged in maintenance and repair activities in most of the building and mechanical trades areas such as basic carpentry, electrical, and plumbing and HVAC.
- Reviews daily work orders and prepares work schedules; schedules all major, special and emergency repair and maintenance projects; determines work priorities in coordination

with the Director of Maintenance and Modernization.

- Inspects work in progress and upon completion; reviews and makes decisions on difficult and unusual work problems encountered and referred by subordinates; inspects contracted maintenance work for compliance.
- Completes move out inspections and assigns tenant charges if there are any damages. Ensures that all move out photos are maintained in the maintenance file system.
- Schedules the flooring or other repair contractors for routine damages found in units.
- Leads Maintenance Aide unit turns. Assigns units to the Maintenance Aides with completion time.
- Coordinates with managers and intake regarding schedule of completed units.
- Assists Director of Maintenance and Modernization with capital improvements planning, budgeting and contracting. Makes recommendation for the purchase of tools, equipment and vehicles.
- Plans, coordinates and schedules work with outside contractors when units need extraordinary repairs.
- Develops and implements site and building preventative maintenance programs in coordination with the Director of Maintenance and Modernization; recommends safety and training programs to the Department Director; ensures compliance with safety policies, rules, and regulations; ensures that safety precautions, clothing, vehicles and equipment are properly utilized.
- Monitors staff use of inventory, equipment, materials, and supplies coordinating with the Inventory Specialist.
- Maintains records and files; prepares regular and special reports for review by the Director of Maintenance and Modernization.
- Performs other duties as assigned.

**Benefits and Compensation:**

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$48,000.00 - \$69,900.00. Salary is commensurate with experience and qualifications.

**Location:** Biloxi, MS

# BILOXI HOUSING AUTHORITY

## Position Description

Classification: **Maintenance Supervisor**  
Supervisor: **Director of Maintenance and Modernization**  
Department: **Maintenance**  
Status: **Exempt** Pay Grade/Range:

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### Summary

Under the supervision of the Director of Maintenance and Modernization, the Maintenance Supervisor performs administrative and skilled supervisory coordination work in the maintenance and repair of buildings or building fixtures and facilities. The incumbent plans, schedules, assigns, supervises, and coordinates the work of the maintenance staff in the performance of skilled and unskilled tasks in the mechanical and building trades.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Under the leadership of the Director of Maintenance and Modernization, coordinates and oversees the work of staff including assigning, planning, and reviewing work, makes recommendations to the Department Director in evaluating work performance and coordinates the completion of performance evaluations, coordinating activities, maintaining standards, allocating personnel, assists in the selection of new employees, training staff, acting on employee problems, recommending, and implementing discipline to the Director of Maintenance and Modernization.
2. Plans, organizes, and coordinates the work of skilled, semi-skilled, and unskilled workers engaged in maintenance and repair activities in most of the building and mechanical trades areas such as basic carpentry, electrical, and plumbing and HVAC.

# BILOXI HOUSING AUTHORITY

## Position Description

3. Reviews daily work orders and prepares work schedules; schedules all major, special and emergency repair and maintenance projects; determines work priorities in coordination with the Director of Maintenance and Modernization.
4. Inspects work in progress and upon completion; reviews and makes decisions on difficult and unusual work problems encountered and referred by subordinates; inspects contracted maintenance work for compliance.
5. Completes move out inspections and assigns tenant charges if there are any damages. Ensures that all move out photos are maintained in the maintenance file system.
6. Schedules the flooring or other repair contractors for routine damages found in units.
7. Leads Maintenance Aide unit turns. Assigns units to the Maintenance Aides with completion time.
8. Coordinates with managers and intake regarding schedule of completed units.
9. Assists Director of Maintenance and Modernization with capital improvements planning, budgeting and contracting. Makes recommendation for the purchase of tools, equipment and vehicles.
10. Plans, coordinates and schedules work with outside contractors when units need extra ordinary repairs.
11. Develops and implements site and building preventative maintenance programs in coordination with the Director of Maintenance and Modernization; recommends safety and training programs to the Department Director; ensures compliance with safety policies, rules, and regulations; ensures that safety precautions, clothing, vehicles and equipment are properly utilized.
12. Monitors staff use of inventory, equipment, materials, and supplies coordinating with the Inventory Specialist.
13. Maintains records and files; prepares regular and special reports for review by the Director of Maintenance and Modernization.
14. Performs other duties as assigned.

## Required Knowledge, Skills and Abilities

1. Knowledge of the standard practices, methods, tools, equipment, and materials used in the mechanical and building craft trades.
2. Knowledge of the hazards and safety precautions of the mechanical and building trades involved.
3. Skill in the use of tools, equipment, and materials pertinent to the mechanical and building craft trades.
4. Ability to plan, schedule, assign supervise, and coordinate the work of skilled,

# BILOXI HOUSING AUTHORITY

## Position Description

semi-skilled, and unskilled employees, and to perform all essential duties of the position.

5. Ability to follow verbal and written instructions, to communicate effectively electronically, verbally and in writing, and to keep records and prepare reports.
6. Ability to operate and use a computer software (EXCEL, Word, Outlook, and housing management programs), tablet, smartphone.
7. Ability to establish and maintain effective working relationships with superiors, subordinate employees, fellow employees, and residents.
8. Ability to assist in the hiring of new employees, assist in the evaluation of the performance of subordinates accurately and timely, and make recommendations to the Director of Maintenance and Modernization to correct deficiencies, and guide and assign personnel.
9. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
10. Ability to orient other employees and explain organizational policies, rules regulations, and procedures.
11. Ability to establish and maintain effective working relationships with internal customers, external customers, residents, and the public.

## Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or

# BILOXI HOUSING AUTHORITY

## Position Description

approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates. Manages performance by providing regular feedback and reinforcement.

## Supervision

The employee receives instructions from the Director of Maintenance and Modernization. Courses of action, deadlines, and priorities are established by established HUD or BHA procedures or supervisor. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

## Minimum Education and/or Experience

1. High School Diploma, GED, or vocational school equivalent and a minimum of four (4) years of experience supervising maintenance or construction projects. (2) years of experience directly supervising four or more skilled workers in the housing maintenance (preferred) or construction fields. An equivalent combination of education and experience may be considered.
2. Must be able to read and understand architectural and engineering plans.
3. Must be able to write scopes of work for project bidding.

## Language Skills

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

# BILOXI HOUSING AUTHORITY

## Position Description

### Mathematical Skills

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks, including housing management software.

### Special Requirements

1. Must possess a valid driver's license, have reliable transportation and insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.

### Physical Demands

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 regularly required to move throughout the office and properties. The ability to move, transport, or position small objects around the office, such as books, binders, files, documents, and supplies is required. Daily movements include moving about the properties and attending onsite meetings with applicants and residents. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery. The employee must routinely transport up to 100 pounds.

### Working 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.

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 is required to work with the public, including Authority residents.

**BILOXI HOUSING AUTHORITY**

**Position Description**

**Read and Acknowledged**

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**Employee Signature**

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**Date**

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**Employee Name [printed]**