

VP, Physical Assets and Maintenance

Summary: Under general supervision of the CEO, coordinates all maintenance activities including the coordination and supervision of property maintenance personnel, ensures that BHA physical assets are maintained in compliance with state and federal laws and BHA policies and procedures; maintains material, equipment and supply inventory.

Essential Job Functions:

- Manages and directs the activities of the maintenance staff through appropriate delegation, managerial support, and work supervision; directs maintenance personnel to ensure the proper physical condition of properties.
- Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with maintenance staff to offer technical assistance and support; analyzes and evaluates issues, develops recommendations and implements solutions.
- Manages fleet of BHA vehicles; maintains an inventory of machinery, equipment, tools and construction supplies, and; recommends cost saving measures and repair and/or replacement of equipment.
- Ensures compliance with NSPIRE standards, including monthly NSPIRE inspections of common areas, building systems, and building exteriors, and annual inspections of building interiors.
- Orders materials and supplies; maintains inventory.
- Monitors budgets and expenditures for programs and services.
- Ensures the satisfaction of customers in quality and responsiveness of services. Responds to resident complaints, questions and inquiries regarding maintenance items.
- Supports the relationship between BHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors and DHA staff.
- Enthusiastically promotes the CEO's priorities for the operations of BHA.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of BHA organization, operations, policies and procedures.
- Ability to interpret and analyze data and develop solutions based on that data.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of residential and multi-family building codes, maintenance and health standards and inspection procedures.
- Knowledge of personnel rules and budgeting systems.
- Knowledge of the Yardi software system.
- Knowledge of the principles of record keeping and records management.
- Knowledge of occupational hazards and safety practices applicable to building maintenance and repair work.
- Knowledge of business and personal computers, and spreadsheet software applications.

JOB DESCRIPTION

Job Description- VP of Physical Assets and Maintenance

- Skill in understanding, interpreting and applying relevant standards and procedures, and applicable Federal rules and regulations.
- Skill in supervising staff and coaching to improve staff performance.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working under pressure of deadlines and establishing and maintaining cooperative working relationships with other BHA staff.
- Skill in effective communication, both verbal and written.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, and five years of experience in a complimentary field including maintenance, property inspections or property management. Supervisory experience is a plus.