

# ABILENE HOUSING AUTHORITY

## Job Description

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<b>Position:</b>	Maintenance Crew Chief	<b>Program Affiliation:</b> LRPH
<b>Reports To:</b>	Assistant PH Manager	<b>Salary Range:</b> \$20.76 - \$30.48
<b>Position Type:</b>	Hourly	<b>Revision Date:</b> March 8, 2024

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### **Job Responsibilities:**

The **Maintenance Crew Chief** will be responsible for the following tasks:

- Complete all work-orders;
- Data entry of work-orders;
- Direct the work of other less senior maintenance workers;
- Purchase maintenance materials/parts;
- Perform minor and major repairs;
- Complete move-in and move-out inspections;
- Train permanent and/or temporary employees;
- Do Make-Ready Quality Control, NSPIRE & Re-Cert Inspections;
- Deliver and pick-up mail, equipment and misc. items, as needed;
- Assist with 5-Year Plan and Needs Assessment;
- On-Call (Rotating Basis);
- Maintain lawns and assist with site clean-ups;
- Conduct staff meetings;
- Attend training and obtain required certifications;
- Work with HUD Inspectors, Energy Auditors, etc. when on site;
- Manage/maintain inventory and storage/work areas;
- Other duties as assigned;

### **Job Qualifications:**

Candidate must have a high school diploma , comfortable working in a fast-paced environment, working both indoors and out of doors, able to read and apply new policies and procedures, good verbal and written communication skills and great customer service/people skills. This person must possess leadership skills.

### **Preferred Qualifications:**

Three (3) years of work experience in general maintenance and a computer aptitude. Certified in HVAC, electrical work, carpentry, able to operate outdoor landscaping equipment and/or other certifications. Experience directing field crews.

### **Job Training:**

1. NSPIRE Training
2. HVAC Training & Hands-on
3. Electrical Training & Hands-on Plumbing, Drywall and Appliance Repairs;

### **Benefits:**

Full benefits – health, dental, vision, life insurance and retirement package provided.