



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Housing Maintenance Manager</b>	
<b>Department:</b>	<b>Housing Department</b>	
<b>Reports to:</b>	<b>Executive Director</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E4</b>
<b>Opening Date:</b>	<b>May 15, 2023</b>	<b>Closing Date: June 9, 2023</b>

#### Job Summary

Under the general direction, plans, organizes, coordinates and supervises the work of the maintenance staff to accomplish the Mescalero Apache Tribe Housing (MATHD) Maintenance Department's strategic objectives required to operate and maintain program activities for maintenance and repairs of MATHD rental units. Establishes day-to-day work priorities for, and oversees the work of maintenance staff; assigns and monitors work performed by contract maintenance and repair services. Directs and coordinates administration of policies, programs and procedures for all maintenance functions. Represents the Mescalero Apache Tribe Housing Department (MATHD) with the community groups; and performs other related work as assigned.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### Duties and Responsibilities

- Plans and directs program daily operations and staff. Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Supervises, directs and coordinates the work of subordinate staff, evaluates program effectiveness; reviews staff's work and conducts performance evaluations; makes recommendations on hiring and disciplinary actions as necessary.
- Determines the priorities of daily work assignments and directs staff to various work orders and other repairs; follows-up with tenants or makes on-site inspections to determine the nature of the work to be performed and estimates staff and materials required to complete the work.
- Provides technical assistance and advice to staff; inspects work in progress and upon completion; reviews logs and reports from staff.
- Prepares reports and makes recommendations for improving operations and solving maintenance related problems.
- Monitors contractor work to ensure that it meets requirements.
- Coordinates preventative maintenance program.
- Communicates regularly with staff, both individually and as a group.
- Requisitions supplies and equipment as needed.
- Performs routine to skilled-level physical work on one or more craft areas, such as carpentry, plumbing, electrical maintenance and repair, appliance maintenance and repair, or painting.
- Design and implement training for staff, provide training in work procedures and provides policy and procedural guidance, training and interpretation to staff.

- Ensures that all safety and compliance requirements are met.
- **Performs other duties as assigned.**

### **Minimum Qualifications**

**Education and years of experience must be related to the purpose of this position.**

- Principles and practices of management necessary to direct, evaluate and perform maintenance services.
- Principles and techniques of teambuilding, goal setting and effective management methods of staff.
- Principles and practices of implementing a comprehensive preventive maintenance program.
- Principles, practices, techniques, materials and tools used in the construction, maintenance and repair and rehabilitation of MATHD rental units.
- Principles and practices related to the performance of skilled work in one or more various crafts involved with the maintenance and repair of MATHD rental units.
- Techniques for estimating staff, materials and equipment required to accomplish construction, maintenance, and repair and rehabilitation activities.
- Use and minor maintenance of the hand and power tools and equipment related to the work.
- Safety equipment, practices and procedures related to the work.
- Record keeping principles and practices.
- Must have a valid NM driver's license.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

### **Knowledge, Skills and Abilities**

- Demonstrating initiative, strong supervisory and organizational skills, judgment and discretion in making independent decisions.
- Using initiative and independent judgment within general policy guidelines and defining problem areas, analyzing data, preparing formal recommendations and carrying out solutions.
- Planning, organizing, supervising, reviewing and evaluating the work of professional and technical staff and training staff in work procedures and providing for their professional development.
- Troubleshooting repair problems and determining the most effective repairs and staff, materials and supplies required.
- Inspecting staff and contract work in progress and upon completion to ensure that standards are met.
- Implementing a comprehensive preventive maintenance program, including conducting or overseeing unit inspections in a timely manner and ensuring that required work is accomplished and monitored.
- Maintaining an adequate inventory of materials, supplies, tools and equipment.
- Performing skilled craft work in one or more of the following areas: carpentry, plumbing, electrical maintenance and repair, appliance maintenance and repair, or interior and exterior painting.
- Using and performing minor maintenance on hand and power tools, equipment and vehicles related to the assigned work.
- Communicating effectively with tenants of various ages and genders.
- Reading and understanding construction and architect plans, drawings and written repair instructions.
- Recognizing and reporting hazardous and potential maintenance problems and make recommendations for solutions.
- Maintaining manual and automated records of work performed and supplies and materials purchased and used.

- Operating standard office equipment, including job-related computer hardware and software applications.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.

### **Physical Demands**

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

### **Work Environment**

Work is generally performed both in an indoor setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.