

JOB POSTING

DIRECTOR OF MAINTENANCE AND MODERNIZATION

Erie Metropolitan Housing Authority is seeking a qualified Director of Maintenance and Modernization. Under the general supervision of the Executive Director, the Director of Maintenance and Modernization plans, directs, and evaluates the Authority's maintenance operations and capital improvement activities. The position is responsible for safe, sanitary, and serviceable public housing; timely and cost-effective completion of work; supervision of maintenance personnel; and administration of modernization, development, and major repair projects in accordance with approved budgets, contracts, Authority policies, and applicable federal, state, and local requirements.

The Director serves as the Authority's principal staff lead for the Public Housing Capital Fund Program and other assigned capital initiatives, coordinating physical-needs planning, procurement, design, construction, reporting, closeout, and related work with residents, staff, architects, engineers, contractors, consultants, governmental agencies, utilities, and HUD.

Any combination of education, training, and progressively responsible experience that demonstrates the knowledge, skills, and abilities required for the position. Acceptable qualifications include a bachelor's degree from an accredited college or university in architecture, engineering, construction management, facilities management, public administration, or a related field, and at least five (5) years of progressively responsible experience in facilities maintenance, capital improvements, construction administration, housing development, or modernization. Substantial directly related experience may be substituted for formal education. Supervisory experience and experience with HUD-assisted housing are strongly preferred.

The Director must possess and maintain a valid driver's license and remain insurable under the Authority's vehicle insurance requirements. The Director must be eligible for coverage under the Authority's fidelity bond, if applicable. The Director must obtain and maintain job-related certifications or training designated by the Authority, which may include procurement, labor standards, environmental review, construction management, building systems, lead-safe work practices, and other HUD or industry training.

This is a non-bargaining position.

Internal applicants may put their interest in writing to Ralph Chamberlain, Executive Director. External applicants, please forward your resume and salary requirements to mbahnsen@eriemetrohousing.org.

This position will remain open until filled.

