

## Charleston County Housing and Redevelopment Authority (CCHRA)

### TRADES TECH III / HOUSING MAINTENANCE FACILITIES MANAGER

*(Click on job title to proceed to Indeed.com to submit resume and application)*

Charleston County Housing and Redevelopment Authority has an opening for a Housing Facilities Maintenance Manager to over see rental property house and apartment building repairs, construction, maintenance and/or rehabilitation of Authority-owned housing. This is a supervisory position, but **the manager may also need to assist with repair and routine maintenance of housing units**, interact with local and regional utility providers to coordinate maintenance activities and assisting with the budgeting and monitoring of funds designated for maintenance and capital funding projects. Job responsibilities require extensive experience in building maintenance and construction trades, thorough experience supervising staff and strong organizational, interpersonal and decision-making skills. This job may require the manager to work alongside technicians to accomplish work.

Experience with budgets, contracts, project management, vendor negotiation, bids, contract documents, and specifications. Monitor contract funding analyses and expenditures with reference to the adopted Authority budget. Supervise maintenance and HVAC technicians and helpers. May assist the maintenance staff in performing all phases of building and grounds maintenance including electrical, plumbing, carpentry, appliance repair and mechanical systems repair. Review/approve architectural and engineering drawings and specifications. Reviews contractor Scope of Work to ensure thorough understanding and agreement on project requirements. Work closely with procurement and contracts.

Coordinate and consult with government inspectors to ensure local, federal and state requirements/codes are met. Participate in project-related meetings, including pre-bid, bid opening, pre-construction, and progress meetings, etc. Participates in development and issuance of construction documents for bidding or pricing. Assist with the training of maintenance staff when necessary. Respond to emergency circumstances and makes necessary work assignments to address the situation(s). Routinely inspect the buildings and grounds of housing authority properties to determine maintenance needs.

### **EDUCATION AND EXPERIENCE**

**Associates degree** in Building Construction Management or Industrial Arts or related program. **5 years** of progressively responsible **experience as a superintendent** on major construction projects with emphasis on coordination of general contractors and sub-contractors; considerable experience in housing construction and rehabilitation; a **minimum of 2 years of experience supervising** and directing subordinate staff; ability to effectively prioritize maintenance needs and establish budgets and plans to maintain existing housing units and structures; strong organizational, interpersonal and decision making skills; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

Uniform Physical Condition Standard (UPCS) Certification must be obtained within one (1) year of hire or other allowable period of hire as authorized by the Public Housing & Maintenance Director.

### **KNOWLEDGE AND SKILLS**

Thorough knowledge of the trade skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities, federal, state, and local laws, regulations, regulations pertaining to public housing authorities as they relate to maintenance of Agency properties. Ability to read and interpret blueprints/shop drawings, schematics, plans, and specifications. Extensive knowledge of methods, materials and practices used in building maintenance and construction including the rehabilitation of existing structures, construction and maintenance trades including carpentry, plumbing, appliance repair, masonry, roofing, painting and electrical repair, HVAC systems repair and maintenance.

Extensive knowledge of Public Housing Assessment System (PHAS) scoring methodologies including REAC inspection criteria, pertinent OSHA regulations and safety equipment and procedures applicable to construction and maintenance activities (includes MSDS specifications), South Carolina Regulatory Authority guidelines governing the testing, repair and maintenance of natural gas lines and appliances, and South Carolina Gas Code, Standard Building Code, City and county fire codes and worker's compensation regulations, HUD regulations and policies for housing authority operations funded through Capital Funds.

**Competitive pay; state health, dental, vision and retirement benefits.** Generous holiday, sick and vacation time. Must have **valid driver's license**. Go to [www.cchra.net](http://www.cchra.net) to download job application and scan/attach to your indeed.com resume and application. Or email to [hrrapps@cchra.net](mailto:hrrapps@cchra.net), fax (843) 266-8806 or mail/drop off completed application at office. ***CCHRA is an Equal Opportunity Employer.***

