

POSITION TITLE: Supervisor of Trades

DEPARTMENT: Maintenance

STATUS: Non-Exempt

SALARY RANGE: \$33.79 - \$37.00/hour, dependent upon experience

POSITION SUMMARY:

Management position responsible for the scheduling, supervision, and productivity of the WHA's skilled maintenance trades work force (plumbers, carpenters, electricians, plasterers/painters, etc.) and contractors. The Supervisor of Trades plans, coordinates, and monitors preventative maintenance schedules, work order repairs, vacant unit repairs and capital projects. Hours of work are Monday through Friday, 8:00 a.m. – 4:30 p.m., with frequent overtime.

ESSENTIAL FUNCTIONS:

1. Manages and supervises a staff of skilled trades personnel and is responsible for all aspects of their daily work from scheduling through completion.
2. Develops and oversees corrective and preventive maintenance programs, including materials, supplies, labor, and equipment needed to carry out these programs.
3. Manages maintenance and modernization projects as assigned.
4. Inspects facilities and equipment to determine work needs, cost estimates, repair, and replacement projections.
5. Monitors and evaluates staff performance, productivity, and quality of work, providing guidance and direction, and holding staff accountable according to agency standards.
6. Analyzes, prioritizes, and monitors trades and contractor work orders including coordination with other WHA departments/teams.
7. Oversees labor reporting, and materials and service requisitioning.
8. Reviews plans and specs; attends pre-construction and job meetings as requested.
9. Ensures work is done in accordance with relative governing bodies; manages trades permits from inception to close out.
10. Performs similar, job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High school diploma or equivalent.
2. Minimum of ten years' experience in the maintenance of commercial, industrial or institutional facilities.
3. Minimum of five years' experience supervising staff.
4. Thorough, working knowledge of major building systems.
5. Thorough knowledge and understanding of standard materials, methods, and practices of plumbing, electrical, carpentry, plastering, painting, appliance repair, heating, vehicle and small equipment, and other skilled trades work.
6. Thorough knowledge of applicable codes, ordinances, OSHA and safe work practices.
7. Ability to read blueprints, write technical reports and specifications, interpret data necessary to detect problems and expedite solutions.
8. Basic computer and typing skills, and experience using Microsoft Office applications (Word, Excel, Outlook); ability to quickly learn and utilize internal software programs.
9. Strong organizational and attention to detail skills; ability to multi-task, prioritize, schedule, and monitor staff work effectively.

10. A calm and personable demeanor; strong interpersonal communication and customer service skills, including problem solving and de-escalation.
11. Valid, insurable driver's license required.

EDUCATION, EXPERIENCE AND SKILLS PREFERRED:

12. College degree preferred.
13. Construction Supervisors License and/or experience with UPCS preferred.
14. Experience supervising union/organized labor employees preferred.

ENVIRONMENTAL/PHYSICAL REQS. TO PERFORM ESSENTIAL FUNCTIONS:

These positions require working indoors and outdoors in all weather conditions and are subject to heavy and strenuous work. May encounter undesirable pests.

Environmental Parameters:

1. Ability to work in a public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas, roofs, outside areas of properties] in all weather conditions [hot, cold, humid, dry and wet].
2. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions which may include: fumes, odors, gases, chemicals, dust, grass, weeds and pollen as well as decibels in the range of 30-65

Physical Requirements:

1. Constant [over 70% of the time]
 - a. Repetitive arm/hand movement
 - b. Eyesight and hearing
 - c. Bending and twisting at waist
 - d. Reaching above shoulder
 - e. Lifting and carrying 25 pounds
 - f. Driving
2. Frequent [30-70% of the time]
 - a. Carrying 50 pounds
 - b. Climbing ladders
 - c. Kneeling and squatting
 - d. Standing and walking
3. Occasionally [10-30% of the time]
 - a. Sitting
 - b. Lifting up to 75 pounds
 - c. Pushing and pulling
 - d. Crawling
 - e. Climbing stairs