

**POSITION TITLE:** Assistant Vice President of Maintenance

**DEPARTMENT:** Maintenance

**STATUS:** Exempt

**SALARY:** \$75,000 - \$85,000/year, dependent upon experience

**POSITION SUMMARY:**

Assists the Vice President of Maintenance in the planning, administration, and implementation of a comprehensive program of corrective and preventative maintenance for approximately 3,000 units. Directly supervises a staff of approximately six employees, and indirectly supervises the full maintenance department staff of over 70 employees in the daily operations of the Maintenance Department. This is a full-time, onsite (not remote), leadership position, Monday through Friday, 8:00 a.m. to 4:30 p.m. with regular overtime and response to emergencies during evenings, weekends, and inclement weather required.

**ESSENTIAL FUNCTIONS:**

1. Coordinates the assignment of personnel and equipment within the department.
2. Sets up training programs and monitors all training within the department.
3. Reviews and approves authorized leave and overtime requests.
4. Reviews accident reports and works with WHA Safety Committee to reduce motor vehicle, safety, and workers' compensation accidents.
5. Works with supervisors and employees to try to resolve union grievances in the informal stage, and participates in or attends all formal hearings within the department.
6. Develops, plans, and initiates all broad-based preventative maintenance programs, equipment demonstrations, and non-routine maintenance operations.
7. Analyzes department records and reports to determine efficiency and effectiveness of operations; locates and identifies problem areas and trends; shifts resources based on needs.
8. Projects long and short range departmental needs and initiates action that may be required to improve operations.
9. Recommends the schedule for replacement of vehicles, tools, and equipment, based on expected life, repair costs, parts availability, safety, reliability, and suitability.
10. Coordinates, expedites, and follows up on routine and special maintenance tasks through the supervisors; provides technical support to the supervisors as required.
11. Coordinates and oversees REAC and other physical property inspection preparations.
12. Prepares contract specifications; monitors, inspects, and approves outside maintenance services and damage repairs, technical support, specialized preventative maintenance and corrective maintenance on equipment, facilities, and vehicles.
13. Reviews requests for outside services prior to submission for approval.
14. Conducts meetings and briefings within the department and with other departments, outside agency officials, suppliers, and contractors.
15. Alerts Purchasing Department to department needs, including changes, projections, additions, or deletions to stock items.
16. Assists in the selection of alternative services, items, standardization, and specification preparation.
17. Manages the activities of the pest control team including internal staff, preventative treatments, and external contracts.

18. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Four (4) year college degree preferred.
2. Minimum of three (3) years of staff supervisory experience
3. Minimum of five (5) years of experience working in building and facilities maintenance.
4. Valid, insurable driver's license.
5. Valid Massachusetts Construction Supervisor's license preferred.
6. Project management experience, including the ability to plan, supervise, and coordinate maintenance programs and projects.
7. Extensive knowledge of building maintenance principles and practices; REAC and UPCS standards; fire, safety, building codes; and equipment, tools, supplies, and materials used in the construction, maintenance, and repair of buildings.
8. Strong interpersonal communication and coaching skills.
9. Ability to make oral presentations before large groups.
10. Ability maintain composure under pressure and use independent judgment.
11. Ability to maintain confidentiality at all times.
12. Proficient in using and learning computers/software programs, particularly Microsoft Word, Excel, and Outlook.
13. Position requires significant walking, climbing stairs, driving, working outdoors and indoors and in all weather conditions, may be subject to heavy and strenuous work, and may encounter undesirable pests. A candidate for this position must be able to meet all of these requirements.
14. Ability to be relied upon to be available for work.