

MEMPHIS HOUSING AUTHORITY JOB POSTING NOTICE

NOTICE TO APPLICANTS: Felony records will be reviewed and drug testing shall be required prior to employment. A physical examination limited to job-related necessity may also be required. Testing for some positions, oral and/or written, may be administered based on job-related functions.

POSITION: FOREMAN II

DEPARTMENT: ASSET MANAGEMENT **No. of Positions**
(1)

SALARY:

POSTING BEGINS: 07/09/2018

POSTING EXPIRES:

MINIMUM QUALIFICATIONS:

High school graduate with adequate skills in required areas of maintenance, job-related experience in large scale housing or institutional maintenance, or acceptable equivalent experience. Ability to read and write legibly, supervise personnel, promote good morale and maintain good relations with the residents and employees of public housing. Must have and maintain a valid driver's license. Must be able to climb ladders, stairs, and must be able to monitor buildings and grounds to assure conformity with maintenance standards and requirements.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Train, schedule, direct, coordinate and supervise assigned staff. Responsible for complete maintenance of assigned development and equipment; assist in job performance when necessary.
- Make assessments, requisition materials, tools and proper equipment necessary to perform required maintenance jobs.
- Maintain and submit cost records for all work done under this employee's supervision and submit to supervisor as required or directed.
- Responsible for all assigned employees to meet the required standards of productivity, efficiency, and quality of work performed.
- Coordinate property maintenance operations with Central Office and Contractors.
- Responsible for investigating and reporting any identified problem with in the assigned area.
- Responsible for all parts and their security, and for maintaining an adequate parts inventory and the accompanying paperwork, and for distribution of all parts.
- Responsible for all assigned maintenance work on the developments and implementation of job performance standards and adequate inspections to insure that all employees have been properly scheduled and are adhering to schedule.
- Responsible for inspection of work performed by vendors and contractors under service contracts,

individual requisition and purchase orders for preventive and repair maintenance, and approval of work completed in accordance to the agreed upon services.

- Perform other routine maintenance related duties as assigned.

Applications with a current Resume may be filed at Memphis Housing Authority, 700 Adams Ave., Memphis, TN 38105 ATTN: Human Resources Department. All applications must reach the Authority before the close of business on **07/20/2018**.

MEMPHIS HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER:

Appointments will be based on merit as it relates to position requirements without regard to race, age, religion, color, sex, national origin, or disability.