POSITION DESCRIPTION

DIRECTOR OF FACILITIES

Effective: September, 2026
Reports to: Executive Director

GENERAL RESPONSIBILITY: Under the direction of the Executive Director (ED) the Director of Facilities (DOF) supervises all facilities projects, including but not limited to capital improvements, construction, renovation and maintenance operations of the Housing Authority. The DOF is responsible to maintain the Housing Authority's Asset Management Plan on an ongoing basis, including: (1) Identifying, analyzing, and making recommendations concerning new property asset opportunities; (2) Constantly assessing current property assets and developing plans, schedules, and budgets for the efficient operations, redevelopment, renovation and upkeep of all Housing Authority properties; (3) Ensuring Cost effective maintenance of all property assets; (4) Developing and supervising the implementation of all Preventive Maintenance Plans for all property assets of the Housing Authority; and (5) On a regular basis, at least monthly, formally reporting on all Capital and Maintenance Operations to the Executive Director. The DOF is responsible for ensuring that all major functions are performed in accordance with agency goals and objectives. He or she assists the ED with the development of policy options and recommends to the Executive Director administrative changes necessary to meet agency goals. The DOF is also responsible for contributing to the annual budget development and determining when budget revisions are required.

ESSENTIAL DUTIES:

1. Supervises all aspects of the Authority's housing assets, ensuring that project-based asset planning and maintenance are functioning optimally within the Authority.
2. At the direction of the ED, identifies, analyzes, and makes recommendations concerning new property asset opportunities that might be available to the Authority.
3. Regularly assesses the Authority's current property assets with respect to capital improvements, redevelopment, renovation and upkeep of all Housing Authority properties.
4. Develops, implements, manages and monitors the Authority's Capital Improvement Program and associated capital improvement efforts associated with the Authority's housing programs.
5. Develops and monitors a vacancy turnover program to ensure timely make-ready unit rates to achieve full occupancy.
6. Works with the Executive Director, the Board of Commissioners, and other Authority Staff to identify funding and opportunities to enhance the Authority's property assets.
7. As authorized, develops plans, schedules, and budgets for the efficient maintenance, capital improvement, redevelopment, renovation and upkeep of Authority properties.

8. Oversees NSPIRE and other HUD or investor inspections and responsible for ensuring property maintains compliance with physical conditions standards, lead compliance, and building codes.
9. In conjunction with construction professionals, including architects and contractors, implements plans for cost effective maintenance, capital improvements, redevelopment, renovation and upkeep of Authority properties.
10. Supervises all Maintenance Department staff and activities, ensuring cost-effective maintenance of all property assets.
11. Supervises the Working Foreman in planning and scheduling maintenance staff and contractor workloads necessary to perform the Capital & Maintenance Department's function effectively and cost efficiently.
12. Supervises the use and coordination of contractors including, but not limited to carpentry, plastering, plumbing, painting, mechanical repairs and other trades and skills.
13. Oversees vehicle fleet, inventory, and equipment needs in conjunction with Maintenance Foremen.
14. Develops and supervises the implementation of all preventive maintenance plans for all property assets of the Authority, ensuring that all prescribed Preventive Maintenance tasks are performed in a timely manner.
15. Supervises and assists the Working Foremen in conducting equipment studies, investigate equipment failures and conduct studies of materials
16. Supervises and assists the Working Foremen in diagnosing chronic and repetitive problems and recommends solutions, including recommendations on subcontracting and engineering consulting as necessary, as well as troubleshooting maintenance related complaints and grievances.
17. Supervises the Working Foreman in daily reviews of completed work orders, crew sizing and absenteeism, daily force report and review weekly timecards.
18. Responsible for maintaining an effective method of responding to emergency work requests, including after-hours service.
19. Assesses and determines training needs of areas supervised and coordinate programs to meet needs.
20. Supervises procurement and purchasing, inventory maintenance and controls on behalf of the Authority, including property security and assistance with IT and other telecommunications.
21. Assists in oversight of insurance claims including filing, tracking and coordination of repairs and close out.
22. Evaluates and recommend personnel action on subordinates' job performance.
23. Monitors all operating and program budgets to identify potential cost overruns or other budget related problems that may require budget revisions. Develop strategies with the Executive Director and Finance Department to control and contain costs.
24. Tracks organizational progress to meet agency goals and objectives.
25. Coordinates with the ED new resources and programs appropriate for the Authority's use and develops strategies to obtain these resources.
26. Recommends issues that need to be addressed through the collective bargaining process.
27. Participates in meetings with private and public entities to represent the Authority as assigned.
28. Coordinates the development of any operational improvement programs required Addressing

open audit findings.

29. On a regular basis, at least monthly, formally reports on all Capital and Maintenance Operations to the Executive Director and the Board of Commissioners.
30. Performs other related duties as assigned by the Executive Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the HUD Capital Fund Program, including regulations and reporting requirements, for example: Davis Bacon, Procurement, BABA, etc.
2. Thorough knowledge of new construction management procedures.
3. Thorough knowledge of HUD and other generally accepted maintenance management practices.
4. Knowledge of energy saving systems and strategies.
5. Thorough knowledge of Preventive Maintenance systems and practices.
6. Knowledge of the standard methods, practices, tools and materials.
7. Knowledge of occupational hazards and safety procedures of the trade.
8. Knowledge of use and maintenance of tools and equipment used in crafts concerned.
9. Ability to plan, assign and supervise the work of skilled and semi-skilled subordinates.
10. Ability to inspect, troubleshoot and perform or recommend necessary preventive or repair methods.
11. Knowledge of natural gas repairs, water line repairs and sewer repairs.
12. Knowledge of refrigeration repairs appliance repairs, electric repairs, air conditioning repairs, heating systems repairs and building repairs.
13. Ability to effectively manage and maintain effective working relationships with subordinates engaged in various construction and maintenance activities.
14. Ability to inspect and determine need for maintenance and to plan programs of Preventive Maintenance.
15. Ability to maintain complex records and prepare clear and concise reports.
16. Ability to communicate clearly and concisely both orally and in writing.
17. Ability to use the Authority's computer systems in order to enter data and complete and close out reports associated with the Authority's electronic reporting systems (i.e., work orders, purchase orders, NSPIRE inspections, Capital Grants, HUD Building/Unit data, etc.).

PERFORMANCE CRITERIA:

1. Ability to effectively supervise all aspects of Capital and Maintenance Operations, overseeing all existing assets, new construction, redevelopment and renovation for the Authority, and all maintenance and preventive maintenance activities in an effective and cost-efficient manner.
2. Successful monitoring of program operating costs, including eliminating/reducing callbacks to redo or complete partial work; excessive requests for assistance from vendor or contractors to complete tasks that are considered within the skill requirements of a Working Foreman; and the ability to accomplish unit turnover activities in a timely manner.

3. Ability to address regulatory issues and requests from the HUD and other investors/partners/collaborators in an expeditious and cost-effective manner.
4. Level of contribution to agency efforts to meet annual goals and objectives.
5. The ability to follow directions in the form of oral instruction or written procedures and to work with other staff in a cooperative manner.
6. Providing clear, concise and accurate information and reports to the Executive Director, Board of Commissioners, HUD and others.

EDUCATION AND EXPERIENCE:

1. A related bachelor's degree, in a management or construction concentration is preferred (may be substituted for experience).
2. At least six (6) or more years proven experience in a similar role or other related experience.
3. Experience as a certified journeyman level craftsman in more than one of the building trades, preferably a certified master mechanic in one or more of the building trades, including two (2) or more years of experience in supervising craftsmen or other maintenance personnel.
4. OR-An equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. Must have a valid vehicle operator's license.
2. Must be capable of operating various types of office business machines including a computer through a standard keyboard.
3. Prior Housing Authority experience in a similar role is highly desirable.

PHYSICAL DEMANDS

- SEDENTARY (requires lifting 10 lbs., carrying small objects)

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Acknowledgment: This is to acknowledge that I have read and understand and accept this job description as a condition of my employment with the Housing Authority of Newport.