

EAST ORANGE HOUSING AUTHORITY

JOB DESCRIPTION

Job Title: Live-In Superintendent

Job Summary: The Live-In Superintendent is responsible, under the direction of the Property Manager, for the overall maintenance of designated Housing Authority properties. When applicable, the Live-In Superintendent will oversee the performance of other maintenance personnel who are working alongside or in conjunction with the Live-In Superintendent.

Duties and Responsibilities

General:

1. Maintain a professional image and attitude in keeping with the objectives of the Authority and residents' welfare.
2. Meet with the Property Manager to communicate needs of the property and set priorities.
3. Report any observed problems in units or on the property to the Property Manager.
4. Supervise any subordinate maintenance staff at the site.
5. Recommend, when appropriate, the use of outside contractors for some projects and supervise their work.
6. Maintain records and prepares reports in accordance with regulations, including daily boiler logs.
7. Participate in the hiring process by interviewing candidates and making hiring recommendations.
8. Make recommendations for changes in policies and procedures in response to changing conditions, requirements, regulations or technology.
9. Regularly conduct inventory of equipment, tools, parts and supply of materials.
10. Coordinating the crew, assessing employee performance, hiring, reviewing time and leave reports, performing appraisals of staff, and ensuring that staff is properly trained.

Grounds:

1. Keep or ensure that the grounds, garbage container areas, hallways and parking lots are maintained in a neat and orderly manner not allowing any trash or debris to accumulate. Patrol these areas each day.
2. Parking areas are to be maintained in a clean and safe manner. Speed bumps, fire lanes and parking stalls should always be crisply painted. Any potholes should be addressed immediately with cold patch, with larger jobs being bid by asphalt contractors.
3. Ensure maintenance of year-round curb appeal of all properties.

Work Orders:

1. Work orders are to be recorded in the work order system. Permission to enter must be given by the resident. Work orders are to be properly completed within 24 hours unless parts or outside repair by a contractor must be secured. If a work order is not completed within 24 hours, the resident must be notified in writing as to the anticipated completion date. Leave the resident a copy of the completed work order in the unit and return one copy to the office for filing OR leave the resident copy of the incomplete work order with the estimated completion date. Once completed, the work order can be returned to the office for filing.
2. Maintain and periodically analyze work orders for consistent patterns or long-term maintenance concerns.
3. Report questionable activity, unsanitary conditions, unauthorized occupants and health and safety conditions to Property Manager.

EAST ORANGE HOUSING AUTHORITY

JOB DESCRIPTION

Building & Common Area Maintenance:

1. Regular maintenance of the building exteriors, building interiors and common areas are the responsibility of the Superintendent and include but are not limited to pressure-washing as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, tennis courts, sports courts, and any other common areas, etc.
2. The Superintendent should conduct a monthly check of all property systems to determine the maintenance needs of any aspect of housing units, including major equipment.
3. Assist in the procurement of outside contractors when necessary and help establish general guidelines and priorities in the contractor's projects.
4. Participate in annual inspection of units to determine the need for preventative and restorative repairs.
5. Perform a wide variety of electrical, plumbing, carpentry, and preventative maintenance tasks as needed.
6. Crawl spaces and venting areas are especially susceptible to stray cats, insects, birds and rodents. A monthly check that all areas are sealed should be conducted with supplemental pest control called should the need arise.
7. All pest control needs such as for rodents, cockroaches, silverfish, ants; etc. should be assessed and taken care of by a professional pest control vendor.
8. Empty lint filters in common area laundries at least once per week.
9. All common area floors and hallways should be mopped weekly and stripped and waxed periodically.

Inventory, Tools & Supplies:

1. Keep an inventory on all parts and tools belonging to the property. Maintain property-owned materials and tools in a neat and orderly manner at all times. Maintain a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies shall be cleaned up and stored appropriately.

Apartment Turnovers:

1. Vacant units are to be turned and made market ready within 3 days of the prior resident's move-out. Maintenance staff schedules may be varied to accommodate the turnover schedule when the 1st day of the month falls on a weekend. Status of vacant units should be reported to the Property Manager.
2. During the 3rd week of every month, pre-inspect any units on notice to vacate and assess what maintenance supplies will be necessary to return the units to market ready status. Prepare a supply order in writing and turn it in to the Property Manager for order placement and approval.
3. Change the lock(s) on all vacant unit doors, once vacant, and make or have made any necessary keys.

Vehicle use/Mileage/Supply transport

1. You are entitled to use of the designated company vehicles. These vehicles are to be driven only by approved licensed drivers with a clean driving record. These vehicles are to be used on the property only for the transport of supplies. Residents are not allowed in or on the vehicles at any time. The vehicles are to be maintained in a neat and orderly manner at all times. Abuse or misuse of vehicles may cause the elimination of the vehicle and/or revocation of driving privileges.

EAST ORANGE HOUSING AUTHORITY

JOB DESCRIPTION

On-call Emergencies:

1. The Superintendent must be available to take emergency calls 24 hours a day, 7 days a week. The Superintendent will be equipped with a cellular phone and is required to answer and/or return calls within 10 minutes.
2. On call emergencies are considered anything involving life-safety issues, floods, fires, earthquakes, other natural disasters or major destruction or threat to the physical property.

Skill & Qualifications:

1. Knowledge of building and grounds maintenance, including standard practices, methods, tools materials, electrical, plumbing, HVAC, painting, carpentry, and grounds keeping.
2. Knowledge of safety rules, including accident causation and prevention.
3. Knowledge of occupational hazards and appropriate safety precautions.
4. Ability to determine the maintenance needs, and the quality of maintenance services provided.
5. Ability to develop plans and procedures for efficient and timely completion of work.
6. Ability to maintain records in an orderly fashion.
7. Ability to communicate effectively orally and in writing.
8. Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public.
9. Ability to understand oral and written instructions.
10. Experience in multifamily maintenance and experience involving public contact preferred.
11. Some type of formal training or experience in the following areas: carpentry; light plumbing work; light electrical work; painting; refurbishing and Authority's "Maintenance Test".
12. Willingness to pitch in and work in areas other than repairs and maintenance, i.e. janitorial, custodial, gardening, painting, etc.
13. Physical aspects of the job may require heavy lifting, bending, kneeling, stooping, climbing, balancing, and carrying.

COMPENSATION AND BENEFITS:

- Salary Range: \$45,000-\$55,000 annually, commensurate with experience
- Health and dental insurance
- Retirement plan
- Paid time off (vacation, sick leave, holidays)
- Employee Assistance Program

NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.