



**POSITION TITLE: OPERATIONS AND FACILITIES MANAGER (Exempt)**

**REPORTS TO:** Executive Director

**PREPARED BY:** Beth Detz, Deputy Director

Date: 7/10/2019

**JOB SUMMARY:** Oversees and supervises all maintenance operations and personnel. Leads, implements and manages the maintenance program based on best practices, with an emphasis on planning, scheduling and efficiency.

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**ESSENTIAL FUNCTIONS:**

1. Participates in planning new projects and modifications needed to conform to local, state or federal codes and regulations.
2. Monitors project's budget and provides budgetary input to superiors. Maintain inventory of maintenance equipment including purchasing and service records of equipment.
3. Works closely with Deputy Director in regards to Capital Fund needs and improvements.
4. Coordinates contractors for extraordinary maintenance needs. Review/coordinate service agreements.
5. Act as a LCHA liaison for large construction projects.
6. Exercises supervisory duties:
  - a. Completes employee evaluations, performs advancement or progressive disciplinary actions, monitors leave time and determines work schedules.
  - b. Evaluate and manage maintenance procedures, staff and work order system which includes assessing and counseling employees in the areas of skills development and training
7. Develops and maintains preventative maintenance program. Keeps required records.
8. Ensure vehicle fleet is maintained in clean, safe condition.
9. Able to maintain and update records on personal computer and correspond with other staff via network.
10. Keeps up-to-date with HUD requirements sufficient to meet required deadlines on make ready and inspection time parameters.
11. Handles the scheduling of on-call personnel.
12. Must be able to perform the essential functions of the Maintenance Mechanic position.
13. Reviews reports and directs the resolution of operational, and maintenance problems to ensure minimum costs and prevent operational delays.

14. Performs administrative activities associated with the effective management of maintenance operations, including compiling, storing, and retrieving data for reports.
15. Determines responsibilities of staff positions to accomplish business objectives.
16. Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
17. Consistently seek and present new ways to reduce costs and improve processes.
18. Provide support internally for projects.
19. Maintains a qualified staff.
20. Must plan, coordinate, and execute plans for internal projects.
21. Performs other duties as assigned.

### **ADDITIONAL SKILLS, QUALIFICATIONS, EDUCATION, EXPERIENCE**

- Thorough knowledge of building maintenance problems and methods used in inspecting, estimating time and cost of repair and the materials needed.
- Ability to plan, develop, organize, analyze, and supervise building maintenance and repair functions, ability to communicate assignments clearly to subordinates and give suitable instructions.
- Ability to instruct and guide maintenance persons in the proper performance of work, and to supervise workers in the field.
- Knowledge of necessary safety precautions, and procedures associated with the use of tools, equipment, application of chemicals and work procedures in the field.
- Knowledge of effective work procedures, of obtaining, using, storing, and safeguarding needed equipment, materials and supplies.
- Ability to establish, maintain, and organize maintenance records and files; ability to keep records up-to-date; ability to develop and complete maintenance checklists for preventative maintenance program.
- Ability to operate personal computer to keep records and access interoffice mail through network. Proficient in Microsoft Word and Excel.
- Ability to read and understand blueprints.
- Strong written and verbal communication skills
- Sufficient physical strength and freedom of motion to be able to operate power machinery, to perform repetitive tasks, to lift heavy objects and work under adverse weather conditions.
- Bilingual preferred, but not required.

### **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

- Employees in this classification are required to serve a six (6) month introductory employment period to receive permanent status.
- Must possess a valid Pennsylvania drivers' license and be insurable under the Authority's automobile policy.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor or Associate degree in maintenance management, building maintenance or related field is preferred. High school diploma or G.E.D. is required.
- Must have five (5) years of experience in work which has involved building, electrical, and mechanical trades with two (2) years working in a supervisory

- capacity.
- Combination of education, management experience and training as necessary to meet position requirements will be considered
  - Be knowledgeable regarding asbestos and lead hazards.

### **PHYSICAL REQUIREMENTS:**

While performing duties of this job, the employee is regularly required to talk or hear. The position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing on a regular basis. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT:**

The Operations and Facilities Manager works in indoor and outdoor environments. While performing the duties of this job, the employee is sometimes exposed to extreme temperatures, moving mechanical parts and vibration. At times, the Operations and Facilities Manager will be working in an office environment.

### **EXPECTED HOURS OF WORK:**

40 hours per week. After hours as needed.

### **TRAVEL REQUIREMENTS:**

The Operations and Facilities Manager must travel to different facilities and job site locations on a regular basis.

### **EEO STATEMENT:**

Lancaster City Housing Authority is an equal opportunity employer.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please send resume to Kathia Figueroa, HR Assistant  
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