



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT  
PVA #23-17**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

Posted: 11/22/17

Deadline: 03/23/18

**Maintenance Supervisor  
P & A Housing  
Salary: \$36,594.81 per year  
Status: Full-Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs difficult skilled work in a variety of trades in the maintenance, renovation and repair of buildings, equipment and grounds; does related work as required. Work is performed under the regular supervision of the Property Manager. Supervision is exercised over semi-skilled and unskilled employees.

**TYPICAL TASKS:** (Examples Only)

Performs, Plans, oversees and participates in the painting, structural, plumbing and electrical repairs and renovations to buildings, grounds and equipment: painting of apartments; installation of drywall and plaster in wall and ceiling repair; the building and repair of cabinets, shelving, door frames and other carpentry work; plumbing repairs to apartments and sewer systems; electrical repairs to apartments and outside fixtures; repairs to heating and ventilating systems;  
Schedules and oversees vehicle maintenance and inspections;  
Plans work, schedules work and estimates job materials; obtains necessary supplies, materials, equipment, tools, etc;  
Reads and interprets plans and blueprints;  
Oversees the use and maintenance of the tools and equipment;  
Supervises and performs the housing preventive maintenance program and system inspections;

Inspects job site to insure conformity to established plans and specifications and standards of quality; Monitors staff to ensure effective maintenance operations: performs supervisory activities, including but not limited to training, assigning and coordinating work; addressing employee problems; conducting performance evaluations.

Maintains records and logs of work performed; ensures that work orders are completed for all assigned areas in a timely manner;

Checks completed jobs for compliance with instructions and quality control.

Plan and coordinate Real Estate Assessment Center inspections.

Attends Resident Council meetings.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of common methods, materials, tools and equipment used in all of the building trades;

Thorough knowledge of basic and safe equipment operations and preventative maintenance.

Thorough knowledge of common methods, materials and tools used in carpentry, painting, electrical and mechanical trades;

Thorough knowledge of common methods, materials and tools used in grounds maintenance and lawn care.

Thorough knowledge of supply procedures.

Thorough knowledge of applicable code requirements and standards;

Ability to operate and care for hand and powered tools used in building trades;

Ability to operate various types of ground maintenance equipment.

Ability to operate various vehicles such as pickup trucks, dump trucks, etc.

Ability to understand and follow oral and written instructions;

Ability to communicate effectively with the public.

Ability to prepare written documents such as work orders and maintenance logs.

Ability to work from plans and specifications;

Ability to supervise, schedule and coordinate work of others;

Ability to establish and maintain effective working relationships with co-workers, clients and others.

**EDUCATION AND EXPERIENCE:** (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Any combination of education and experience equivalent to graduation from high school and extensive experience (a minimum of five years) in one or more of the buildings trades, to include supervisory experience.

### **WORKING CONDITIONS:**

#### **Physical Requirements**

Lift 75 lbs. intermittently. Exertion of up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of forces constantly to move objects. Requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, fingering, grasping, feeling, and repetitive motions of wrists, hand and/or fingers.

### Sensory Requirements

Ability to express or exchange ideas by means of spoken word.

Ability to perceive information at normal spoken work levels.

Visual Acuity for depth perception, color perception, and night vision; to prepare and analyze written or computer data; to conduct visual inspection involving small defects and/or small parts; to use measuring devices, for assembly or fabrication of parts at or within arm's length; for the operation of machines, motor vehicles, or equipment; to determine accuracy, neatness and thoroughness of work; and to observe general surroundings and activities.

### Environmental Conditions

Worker is subject to both inside (protection from weather conditions but not necessarily from temperature changes) and outside (no effective protection from weather) environmental conditions.

Worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.

Worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

Worker may be exposed to bloodborne pathogens and may be required to wear personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and the ability to maintain insurability under the vehicle insurance policy of the Authority are required. **Must obtain CFC certification within twelve months after employment.** This position may require overtime and on-call assignments.