



ALBANY HOUSING  
AUTHORITY

POSTING ANNOUNCEMENT  
EXPIRES MARCH 28, 2014

**Maintenance Superintendent I**

**General Statement of Duties**

Has primary responsibility for performing, assigning and monitoring all work related to the preservation and upkeep of the physical plant in a particular AHA owned or managed development. Does related work as required.

**Distinguishing Features of the Class**

This is an important position requiring solid trade and building maintenance skills, good organizational and time management skills and a willingness to accept responsibility. The incumbent will have ready access to supervisory personnel but will be expected to possess good independent judgment and common sense and to make routine decisions as to prioritizing work, delivering excellent customer service and preserving the value and condition of Authority and resident owned property on a regular basis.

**Examples of Work (illustrative only)**

- Performs skilled and semi-skilled work in trade and building maintenance related fields as required to complete work orders and properly maintain the site to which the incumbent is assigned.
- Monitor work load and backlog via the computerized work order system to assure timely completion of emergency and routine repairs.
- Delegate and assign tasks to subordinates and other employees assigned to the site as needed and perform periodic inspections to assure quality control.
- Act as a contact and/or escort to vendors, contractors or other service or material providers to assure goods and/or services are consistent with industry standards and AHA expectations.
- Manage on-site inventory to assure adequate, appropriate and accurate control and security.
- Communicate with residents as necessary to assure optimum customer service and satisfaction.
- Communicate and cooperate with the Asset Managers and/or Senior Asset Managers having ultimate responsibility for the site.

- Maintain and use vehicles, equipment and machinery consistent with best practices in order to maximize lifespan and operating efficiency and take steps to assure subordinates and co-workers act similarly.
- Communicate electronically as needed to maximize efficiency.
- Maintain accurate, thorough records as requested or required.

### **Requirements**

- Must privately maintain land based or mobile phone and provide the employer with the number.
- Must possess a valid NYS Operators License upon appointment and at all times during employment.
- Must own operable personal vehicle and be willing to use it for business. Mileage will be reimbursed at the IRS allowable rate.
- Must pass a pre-employment drug screening.
- Must be willing to respond to non-business hour emergencies if requested and available.

### **THIS POSITION REQUIRES MANDATORY OVERTIME INCLUDING SNOW REMOVAL**

### **Minimum Requirements**

#### **Education**

- Graduation from a regionally accredited high school or possession of a General Equivalency Diploma.

#### **Experience**

- A. Two (2) years of full time paid experience in the building and maintenance trades at a responsible technician level; **OR**
- B. Three (3) years of full time paid experience as a Maintenance Laborer or a Maintenance Worker; **OR**
- C. Any equivalent combination of training and experience.

**Grade:** 8

**Salary:** \$36,084

**Hours:** 40 per week (M-F)

**Please submit COMPLETED application to:**

(An application can be obtained from our website at [www.albanyhousing.org](http://www.albanyhousing.org) or in person at the address below)

**Personnel Department**  
Albany Housing Authority  
200 South Pearl Street  
Albany, New York 12202  
[info@albanyhousing.org](mailto:info@albanyhousing.org)

**Equal Opportunity Employer**