

Job Description
Maintenance Foreman
Island Elderly Housing, Inc.

General Description

This position is responsible for the on-site management of maintenance and repairs to all work done on the building and grounds of the federally-subsidized elderly and disabled housing projects of IEH. The position requires general knowledge in all areas of maintenance. This position requires working with tenants, supervising the Maintenance team and scheduling and overseeing the work performed by outside vendors.

Essential Functions

1. Schedule maintenance repairs, ensuring that the work is performed in timely and efficient manner
2. Prioritize, assign and monitor work performed; provide direction and standards of practice
3. Ensure that all work is done in accordance with occupational safety standards for the safety of workers and tenants
4. Provide supervision and leadership to Maintenance Technicians and Maintenance Assist
5. Perform a wide variety of general repairs and maintenance tasks when not engaged with administrative or supervisory duties
6. Responsible for purchasing, storage, inventory control and assignment of maintenance materials, supplies and for the care of all IEH owned equipment and tools
7. Manage annual inspections and on-site inspections
8. Work with Property Management team and assist as needed with inspections and move in/outs
9. Maintain and complete all other records and/or documentation for IEH
10. Stay current with building trade best practices and regulations
11. Work cooperatively with other department staff within IEH and the community
12. Work independently and make appropriate management decisions within scope of position
13. Establish and maintain good working relationship with tenants
14. Work appropriately within the elderly and disabled populations
15. Adhere to agency policy on confidentiality
16. May be required to work on-call for emergency coverage

Qualifications

- Superior organizational skills and time management
- Skilled supervisory and management experience
- 5+ years' experience in general building maintenance and mechanical trades
- Extensive experience in evaluating, planning, and execution of tasks
- Must have own vehicle with current driver's license and registration

Reports to:

- Executive Director