

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

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**Authority Position Available: REGIONAL MAINTENANCE SUPERVISOR      Date Posted: Sept. 28, 2021**

**Purpose:** This is a full-time 35 hour/week management level position within the ACHA facilities and maintenance department. This position is responsible for planning and managing all facilities and maintenance work at each housing site within one of the three (3) ACHA regions.

**Essential Job Functions**

1. Inspect vacant units, schedule contractors, assign maintenance to repairs, complete unit to turn key ready.
2. Assist RFM in assigning work for maintenance aides, trades, and work order specialists.
3. Assist with coordinating unit preparation, grounds keeping, distribution of materials, and deployment of resources to provide for preventive, routine, and emergency maintenance services.
4. Work with Site Manager and maintenance in maintaining adequate inventory stock and shop organization.
5. Work effectively with site managers in the execution of maintenance functions.
6. Consult with the Regional Facilities Manager to determine the need for and to prioritize trades and maintenance work within the region.
7. Assist in maintaining records of work performed for all staff.
8. Participate in the disciplinary process when violations of ACHA policies and procedures occur.
9. Pick up material from local vendors when necessary.
10. Respond to emergency on-site situations after working hours when required.
11. Responsible to conduct a complete inspection of grounds, buildings, and common areas prior to REAC inspections.

**Performance Knowledge, Skills, Abilities Behavioral Competencies and Personal Characteristics**

- Maintains knowledge of the general operations and procedures of a public housing agency.
- Maintains knowledge of common maintenance practices, tools, terminology and safety precautions of various trades.
- Maintains knowledge of principles and practices of PM, common maintenance equipment and major building systems.
- Plans and organizes the maintenance work of a region on a daily, weekly, monthly, annual and seasonal basis.
- Maintains knowledge of HUD (Housing Urban Development) regulations/rules relevant to maintenance issues, such as HQS and vacant unit turnaround standards with a consistent occupancy rate at a minimum of 98%.
- Maintains a working knowledge of HUD and PHAS requirements.
- Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Communication and Relationships: The employee communicates effectively both verbally and in writing and maintains professional relationships with superiors, colleagues, and individuals inside and outside the Authority.
- Ability to relate and be empathetic to the concerns of employees and residents. Excellent problem solving and communication skills.

**Required Education/Experience**

High school diploma or equivalent. Experience in housing operations, construction management or a related field, preferred. Three (3) years' experience in multi-family, multi-site public housing, preferred. Minimum three (3) years supervisory experience in public housing, preferred. Basic knowledge and operations of all facets of specialized trades and maintenance work. Must be proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook). Must have and maintain a valid PA driver's license.

**Physical Requirements:** Must be able to stand, sit, and walk for continuous periods of time. Visual acuity to physically inspect all housing units. Ability to bend, stoop, kneel, crawl and lift moderately heavy objects. Ability to function under varying weather conditions.

**Salary:** \$50,000 - \$55,000

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,  
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: [jhoover@achsng.com](mailto:jhoover@achsng.com)  
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