



HOUSING AUTHORITY OF THE CITY OF LUMBERTON

400 N. Sycamore Street ▪ Lumberton, NC 28358
www.lumbertonhousing.org ▪ (910) 671-8200 ▪ (910) 802-4526 Fax

Job Description

Title: Maintenance Foreman
Reports To: Maintenance Supervisor
Department/Division: Maintenance
FLSA Status: Non-Exempt
Employment Status: Full-Time
Date: August 25, 2020

Position Summary

Responsible for supervising, and coordinating maintenance operations to provide timely and cost-effective maintenance services for the Agency, ensuring work is performed in accordance with HUD standards and general policies and objectives outlined by the Maintenance Supervisor. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities

Undertakes and performs the following and all other work-related duties as assigned.

1. Plans and oversees daily activities of maintenance and establishes objectives and priorities for the department.
2. Reviews, evaluates, and schedules daily maintenance work orders and assignments with maintenance personnel, provides guidance and assistance to employees as needed to perform assigned work, and monitors progress of completion of work orders and staff assignments.
3. As necessary, participates in the day-to-day work assignments and activities when daily workloads and activities are beyond the capacity of available staff.
4. Reviews and approves department staff timesheets to address discrepancies and/or verify accuracy of time spent relative to assignments.
5. Oversees all phases of housing maintenance, risk controls, and materials management.
6. Responsible for timely vacant unit turnaround make ready.
7. Assists the Maintenance Supervisor in the decision process of future maintenance priorities and the coordination between private contractors and maintenance crew. Develops, schedules, and manages a preventive maintenance program designed to retain Agency properties in safe operating condition.
8. Provides departmental input concerning the Agency's overall operating budget.
9. Ensures departmental performance is in compliance with federal assessment programs.



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10. Develops effective plans and procedures to improve maintenance operations.
11. Identifies and resolves unsafe or unsatisfactory conditions requiring maintenance, assists in code enforcement, and works to provide resolution to REAC issues to ensure a consistently acceptable score from HUD. This involves performing annual inspections using REAC criteria, and may involve appropriate communications with tenants, informing them of the serious nature of these matters.
12. Solicits competitive quotes from vendors and requisitions equipment and parts when needed, ensuring compliance with Agency procurement policies and procedures. Recommends maintenance and materials management economy measures consistent with Agency objectives.
13. Meets with contractors during preparation of assessment reports, schematic designs, etc. to ensure achievement of Agency maintenance objectives. Reviews reports, studies, and bid documents to ensure conformity to Agency criteria and HUD requirements as appropriate. Monitors work performed for quality assurance.
14. Monitors special programs and coordinates the preparation of regular activities and status reports. Analyzes program effectiveness and recommends program changes to Maintenance Supervisor.
15. Works with Maintenance Supervisor and reviews schedules, reports, and requests to determine maintenance needs.
16. Attends meetings as needed to discuss matters concerning overall maintenance operations, ongoing projects, and performance of maintenance personnel. Serves as policy and program advisor to the Maintenance Supervisor regarding Agency effectiveness in implementation of its maintenance program and HUD standards, and other department wide standards.
17. Prepares reports, statistical data, and records of general maintenance information in an accurate and timely manner as required.
18. Responds to and provides after-hours emergency assistance until problem is resolved and monitors all on-call and stand-by activity.
19. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

Education and Experience

High school diploma or possession of a certificate of equivalence of High School Achievement (GED) with additional vocational training preferred and six (6) years' experience in maintenance and repair with three (3) years' experience supervising maintenance personnel equivalent combination of education and experience.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Fair Housing
- Uniform Physical Condition Standards (UPCS)
- Certified Apartment Maintenance Technician (CAMT)



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Knowledge and Skills

1. Thorough knowledge of the trade skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities.
2. Thorough knowledge of federal, state, and local laws, regulations, regulations pertaining to public housing authorities as they relate to maintenance of Agency properties.
3. Working knowledge of mathematical calculations and the principles, practices, and techniques of cost estimating and budgeting.
4. Ability to plan, organize and implement a facilities maintenance program.
5. Ability to interpret complex laws, codes, and regulations.
6. Ability to read and interpret blueprints/shop drawings, plans, and specifications.
7. Must be able to establish and maintain effective working relationships with other Agency employees, subordinates, residents, contractors, vendors, and other persons outside the Agency.
8. Ability to maintain adequate records and prepare clear and concise narrative and statistical reports.
9. Thorough knowledge of Agency procurement policies and procedures.
10. Ability to identify operational problems and develop effective solutions.
11. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned.
12. Ability to present information in a clear, organized, and convincing manner.
13. Ability to accurately and completely document in writing appropriate events and activities.
14. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.
15. Ability to operate appropriate Agency computer equipment and software packages.

Supervisory Controls

The Maintenance Foreman receives instructions from the Maintenance Supervisor on a daily basis regarding assignments, priorities, deadlines, and project parameters. The Maintenance Foreman is generally free to develop methods, priorities, and/or objectives and make modifications within boundaries set by the supervisor. Normally, the employee makes independent decisions pertaining to situations not covered by specific guidelines, but the supervisor is consulted in serious or unusual circumstances. The Maintenance Foreman's finished work project is reviewed closely for compliance with procedures and achievement of goals



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The Maintenance Foreman gives assignments to maintenance personnel, specifying priorities, deadlines, and objectives. Assignments to staff will include what is to be done, deadlines, quality, quantity, and priority. The Maintenance Foreman instructs, assigns, plans, and reviews work of staff and recommends solutions, discipline, evaluations, hiring, and discharge of employees.

Guidelines

Guidelines followed by the Maintenance Foreman include handbooks and reference materials, established policies and procedures, traditional practices, applicable laws, regulations, and building ordinances/codes. Upon personal initiative, the employee may perform independent research and/or obtain informal guidance and assistance from other applicable sources.

Complexity

The Maintenance Foreman performs a wide variety of non-routine tasks in the overall performance of essential job functions. The course of action is determined by established procedure, the Maintenance Supervisor, or the employee. Tasks frequently have to be coordinated, integrated, and/or prioritized. Usually, the employee determines what needs to be done and how to accomplish it through creative thinking and methodologies. The employee must coordinate costs, resources, and timing, throughout the overall process. Thorough knowledge of all aspects of maintenance issues is required to successfully achieve Housing Agency objectives.

Scope and Effect

The employee's work affects the Agency's total housing program and the residents assisted by the Agency. Effective and efficient accomplishment of work and management goals by the employee is essential to the Agency's ability to achieve its basic mission to provide housing that is decent, safe, and sanitary.

Personal Contacts

The Maintenance Foreman has contact with coworkers and management staff, residents, and contractors. Personal contacts serve multiple purposes including giving or gaining information, planning, coordinating, advising, motivating, providing services, and making decisions. At times, it may be difficult to reach agreement with contacts. Ensuring accurate information is readily available and encouraging cooperation among individuals promotes attainment of common goals.

Physical Requirements

1. Work is performed both indoors and outdoors, and involves physical exertion common to the construction, rehabilitation, and maintenance industries, such as long periods of standing and walking on rough terrain.
2. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.
3. Work sometimes involves moderate risks and discomfort common to architects, engineers, and contractors; and may require occasional use of personal protective equipment.
4. Must be able to sit or stand for up to eight hours at a time while performing work duties.
5. Must be able to bend, stoop, push, pull, carry, lift, climb, kneel, or crawl in the performance of work-related duties.



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6. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
7. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
8. Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
9. Work requires spatial perception, and finger and manual dexterity.
10. Must have normal color perception to differentiate colors of electrical wiring, etc.
11. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
12. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
13. Must maintain a professional appearance and portray a positive image for the Agency.
14. Must maintain punctuality and attendance as scheduled.
15. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Work Environment

Work is performed indoors and outdoors. During outdoor work, the employee is subjected to various weather and temperature extremes as well as occasional exposure to mechanical or electrical shock hazards, dusts, and mists. The employee may be required to use goggles, gloves, masks, safety boots, or other personal protective equipment. Work indoors involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted, and ventilated.

Other Requirements

1. Must possess a State of North Carolina driver's license and maintain a good driving record.
2. May be required to work an unusual work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening & criminal background check.

The Housing Authority of the City of Lumberton is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other



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combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of the City of Lumberton is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE