

**JOB ANNOUNCEMENT:**

Position Title: **Maintenance Foreman**

The Housing Authority of the City of Lumberton (HACL) is seeking a qualified candidate for the position of **Maintenance Foreman.** This position is responsible for planning and supervising daily activities of maintenance employees. Reviews, evaluates and schedules daily maintenance work orders and assignments. Provides guidance and assistance to employees as needed to perform assigned tasks. Participates in the day-to-day workload assignments. Performs carpentry, electrical, plumbing and general repairs in response to service requests and unit inspections in accordance with Uniform Physical Conditions Standards (UPCS) or other HUD required standards. Performs unit inspections and monitors work performed to ensure compliance with Agency and HUD guidelines and for quality assurance purposes. 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 **Maintenance Foreman** attends meetings as needed to discuss matters pertaining to the overall operations of maintenance, ongoing projects and performance of maintenance staff. Assists Maintenance Supervisor in the decision process of future maintenance priorities and the coordination between private contractors and maintenance staff. Responds to and provides after-hours emergency assistance until problem is resolved and monitors all on-call activity. The **Maintenance Foreman** demonstrates continuous efforts to improve operation, decrease unit turnaround times, streamline work processes and work cooperatively to provide quality, seamless customer service.

High School graduate or (GED) or possess a vocational certification beyond high school, with six (6) years’ experience in maintenance and repair with three (3) years’ experience supervising maintenance personnel or an equivalent combination of education and experience.

A valid Driver’s license, pre-employment drug screen and background check are required. Must be able to work on-call work schedule.

Posting Date: Npvember 3, 2021

Closing Date: **Until Filled**

How to apply: Interested candidates must complete and submit a Housing Authority of the City of Lumberton Application along with a resume. The application may be obtained online at: [www.lumbertonhousing.org](http://www.lumbertonhousing.org). Applications are also available at the HACL Administrative Office located at:  407 North Sycamore Street, Lumberton, NC 28358. - Complete Job Description and Qualifications can be viewed online at [www.lumbertonhousing.org](http://www.lumbertonhousing.org)

Mail Application to: **HACL Human Resources, PO Drawer 709, Lumberton, NC 28359**.

***The HACL is an Equal Opportunity Employer***