



**MONTGOMERY**  
HOUSING AUTHORITY

# JOB ANNOUNCEMENT

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**POSITION TITLE:** Maintenance Foreman

**DEPARTMENT:** Public Housing

**SALARY:** \$58,120.00-\$59,863.60

**DATE POSTED:** 12/06/2024

**CLOSING DATE:** Until Filled

**FLSA CLASS:** Exempt

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POSTING NO:  
1153

## Duties and Responsibilities:

Under the general supervision of the Director of Asset Management, supervises and performs various duties to ensure the efficient operation of the maintenance division. Administers operations and functions in accordance with established policies, City codes and ordinances, and HUD guidelines and requirements. Initiates and coordinates maintenance project planning in conjunction with the Director of Asset Management relative to the Comprehensive Grant and PHAS programs. Technical knowledge and judgment are required in formulating and interpreting plans, and in inspection and evaluation of work performed. To the extent possible, assures performance norms are met or exceeded. When thresholds cannot be met, strategies will be developed that will progress toward meeting the performance thresholds.

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority. This includes, but is not limited to:

1. Plans, organizes, directs, and coordinates the maintenance program for the Montgomery Housing Authority (MHA).
2. Determines maintenance needs for the MHA.
3. Ensures that all MHA grounds and facilities are properly maintained.
4. Monitors the work of contractors to ensure the quality and timeliness of work.
5. Responsible for the proper use and application of maintenance supplies and equipment.
6. Assists the Inventory Control Specialist (Contracts/Procurement Administrator) in monitoring the ordering and use of maintenance materials, supplies and equipment.

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7. Supervises the maintenance personnel in the performance of assigned duties and assures that performance norms are met.
8. Serves as construction manager for Force Account Work.
9. Holds regular staff meetings at least monthly for ongoing training and coordinative purposes.
10. Conducts accurate and timely performance evaluations on subordinates annually or sooner if needed.
11. Properly handles employee issues such as disciplinary problems, grievances, etc.
12. Attends departmental and MHA's staff meetings and meetings with outside agencies.
13. Ensures personnel are kept informed of all pertinent MHA and HUD policies and regulations.
14. Makes recommendations as to what services should be outsourced/contracted.
15. Assists in budget preparation.
16. Makes recommendations to update policies and procedures as necessary.
17. Performs other duties as assigned.

### **Qualifications and Knowledge:**

High School diploma or GED with additional training in the construction trades at least at the Journeyman level and at least eight (8) years of experience in building and grounds maintenance, at least three (3) years of which have been at a supervisory or management level.

Any equivalent combination of education, training, and experience which, in the sole determination of the HA, provides the required knowledge and abilities may be considered sufficient. As a prerequisite, the successful candidate must believe in the core values of MHA and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead change. Additional requirements are:

1. Knowledge of the general operations and procedures of a maintenance operation.
2. Knowledge of the practices and procedures employed in MHA maintenance operations and administration.
3. Knowledge of current trends and developments in the field of maintenance operations and administration.
4. Knowledge of HUD labor regulations particularly related to Davis Bacon requirements.
5. Knowledge of the objectives, programs, budgetary needs, and organizational structure of the MHA.
6. Demonstrated knowledge of the proper use of maintenance tools, including the proper operation of heavy equipment.
7. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the MHA, HUD, OSHA, federal and state Wage and Hour Laws.
8. Ability to plan, organize, and develop a variety of operational and management programs and procedures.
9. Ability to assist in the hiring of new employees, evaluate performance of subordinates accurately and timely, correct deficiencies, and to guide, replace, and assign personnel.
10. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
11. Ability to coordinate and oversee several projects concurrently.
12. Ability to supervise others effectively and collaboratively, reinforcing good performance and dealing firmly but fairly with less than satisfactory performance.
13. Ability to prepare and read blueprints, design sketches and drawings.
14. Ability to inspect building maintenance and construction work for adherence to plans, specifications

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and work orders.

15. Ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, architects, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
16. Ability to present ideas and information in English, in a clear and concise manner, both orally and in writing.
17. Ability to work productively in less than ideal conditions, e.g. noise, high traffic areas, inclement weather, etc.
18. Bondability.
19. Valid Alabama driver's license or must acquire one within 30 days of employment.
20. Eligibility to be covered under the Authority's fleet auto insurance.

### **Supervision Received and Given:**

The employee receives assignments from the Director of Asset Management. Most instructions are broad directives or policy statements. Normally, the employee receives specific instructions only in unusual or sensitive circumstances.

The employee initiates and follows through on routine tasks with minimal supervision. Situations that arise which are not covered by instructions are referred to the Executive Vice-President or dealt with independently, depending on the circumstances. Normally, the employee identifies what needs to be done and indicates the priorities, deadlines, and resources available.

The employee monitors the work of subordinates for accuracy, completeness, compliance with policy, and achievement of objectives, evaluates their performance and provides counseling.

### **Guidelines:**

The employee refers to MHA's and HUD's guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

### **Complexity:**

The employee performs a wide variety of tasks, which range from routine to difficult and are not closely related. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. The employee must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences. Routine work is instructed and problems encountered by the employee do not require extensive analysis to identify them. Tasks frequently have to be coordinated, integrated and/or prioritized. Decisions regarding unusual circumstances may be made by the employee and/or referred to the supervisor for resolution.

### **Scope and Effect:**

The employee's work primarily impacts the new development program of the housing authority and the Authority's residents and non-residents. Successful accomplishment of duties by the employee will result in timely completion of those programs and provide better, more-affordable housing for low-income families in the community.

### **Personal Contacts:**

Contacts are primarily with other Authority employees, federal, state and local governmental officials and

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representatives, and community agencies. The employee has contact with architects, engineers, consultants, contractors, and Authority residents. The primary purpose of contacts is to obtain, give or clarify information, plan and provide assistance, and resolve problems. Contacts are normally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative contacts.

### **Physical Demands:**

Work is performed both indoors and outdoors and involves some physical exertion common to the construction and maintenance industries: bending, reaching, stooping, standing, and walking on rough terrain. Work may require specific physical characteristics and abilities such as above average strength, agility and dexterity. On occasion, may lift, push or pull equipment, tools or appliances in excess of 100 pounds. Work is in, and around, MHA buildings and grounds and involves a variety of building types including multistoried buildings accessible only by way of stairs. The employee may be exposed to unfavorable conditions during the construction/modernization/maintenance process.

### **Work Environment:**

Work involves moderate risks and discomforts which are common to workers in the construction and maintenance industries. Certain special safety precautions and the use of appropriate safety clothing and/or equipment may be required, and their use mandated by the MHA, in order to perform certain tasks.

**PLEASE VISIT [MHA On-line Job Application](#), TO APPLY ON-LINE.**

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.