

CORPUS CHRISTI HOUSING AUTHORITY
NOTICE OF JOB VACANCY
INTERNAL/EXTERNAL POSTING

Job Posting Number: _____ Job Title: Maintenance Supervisor
Grade: _____ Opening Date: _____
Bi-Weekly Salary: DOE Per Hour: DOE Closing Date: Click here to enter text.

Work Location:

Number of Openings: _____ Ongoing _____ Type of Opening: Full Time Driver's License Required: Yes

Job Summary:

Under the direction of the Property Manager, performs supervision of maintenance employees. Work may include assignments of considerable difficulty. Responsible for the day-to-day maintenance involved in the upkeep of the property. Maintenance Supervisor II is responsible for a higher volume of work than a Maintenance Supervisor I. This includes oversight of a larger number of units, higher complexity, higher volume of work orders and repairs and increased responsibility. Inspects completed and in-progress work to ensure compliance with established state, federal and local regulations. Determines specific procedures, type of equipment needed, type of material needed and crew composition for specific maintenance work. Inspects vacant apartments to identify maintenance requirements. Schedules employees to perform required repairs and clean up. Performs follow-up inspection to insure that proper corrective maintenance action was taken. Reviews supply and equipment bench stock to insure that adequate amounts are in stock. Ensures proper storage and use of supplies and materials. Adapts Housing Authority directives and policy to shop routines. Work requires contact with the public. Performs other duties as assigned.

Requirements:

1. Required - High School graduate or GED equivalent, plus four (4) years of general experience is mandatory in all phases of building maintenance including carpentry, plumbing and electrical repair and construction. Must have minimum of two (2) years of supervisory experience. An equivalent combination of directly related education and experience may be substituted.
2. Required - Must hold a valid Driver License and maintain a satisfactory driver's record.
3. Required - Ability to work hours other than 8-5 in variable weather conditions and overtime as required to meet Housing Authority goals and objectives.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310

THE CORPUS CHRISTI HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER