

HOUSING AUTHORITY OF THE CITY OF LA CROSSE

Buildings and Grounds / Project Manager

BUILDING AND GROUNDS MANANGER Housing Authority of the City of La Crosse The Housing Authority of the city of La Crosse (LHA), a HUD High Performer, is seeking a self-motivated individual to serve as Building and Grounds / Project Manager in its daily operations. The LHA manages 583 Public Housing properties, 173 Section 8 owned and 144 Section 8 Vouchers and oversees a maintenance department of twelve. The ideal candidate should have at least five (5) years of property/construction management experience, including familiarity with HUD assisted housing programs and the Section 8 Voucher Program. Previous supervisory experience would be a plus. Sensitivity to the needs of elderly, disabled and low-income households is a must. Salary negotiable. Excellent benefit package. Applications will be accepted until the position is filled. Send your resume with a cover letter to Jane Alberts, Executive Director, P.O. Box 1053, La Crosse, WI 54601 or jalberts@lacrossehousing.org EOE.

HOUSING AUTHORITY OF THE CITY OF LA CROSSE

Job Description

Buildings and Grounds / Project Manager

DEFINITION/PURPOSE:

Assists with the planning and coordination of the Authority's maintenance programs, long-range maintenance plans, fleet management programs, and maintenance of facilities, grounds and equipment of the Central Office. Serves as an assistant to and provides technical advice to the Executive Director. Effectively directs and coordinates the implementation of the Housing Authority and Federal Policy.

DISTINGUISHING CHARACTERISTICS:

The single position management classification is responsible for assisting with the planning and coordination of all programs related to the maintenance and repair of Authority owned facilities, grounds, and equipment, in accordance with Authority policy and HUD standards, as well as Authority fleet management programs. It differs from all other classifications in that it is solely responsible to the Executive Director for the effective planning and implementation of those standards.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general direction of the Executive Director.

This classification provides limited supervision and direction to the Maintenance Leadman, Maintenance Aides, Building Operators, Housekeeper, Purchasing Agent and other administrative personnel.

ESSENTIAL JOB FUNCTIONS: Under the direct supervision of the Executive Director duties **may** include, but are not limited to the following:

- Supervise assigned maintenance, clerical and other personnel.
- Provide leadership in the day-to-day operations with maintenance staff as well as in planning future departmental operations and direction.
- Assist in employment of department staff.
- Plan and coordinate the organization of the Authority's facilities, grounds and equipment maintenance programs, including the fleet management programs, the 5-Year Facility Master and Deferred Maintenance Plan.
- Develop and coordinate the implementation of the agency "Maintenance Master Plan" and coordinate facilities planning with local, state, and federal agencies.
- Oversee maintenance inventories. Verify and approve special-need facilities contracts related to maintenance. Negotiate maintenance contracts and monitor and evaluate maintenance contractors.

- Assist with the preparation of the Authority’s capital needs-assessment and plans. Evaluate data and prepare recommendations regarding agency maintenance needs.
- Prepare maintenance and materials budgets for inclusion in the Authority’s overall operating budget.
- Verify special-need facility contracts related to maintenance.
- Supervise all agency fleet vehicle functions.
- Design, adopt and coordinate the implementation of the agency-wide “Preventive Maintenance Plan” for large systems and site-based plans.
- Develop and implement resource management plans involving utilities and waste disposal (including coordination with local, state, and federal agencies, as necessary).
- Inspect and review schedules, reports and requests to determine the need for buildings, grounds, and vehicle repair and maintenance work.
- Develop plans, cost estimates, and specifications for the work to be completed.
- Review cost estimates submitted by outside contractors.
- Schedule and monitor adherence to systematic programs of preventive maintenance.
- Analyze program effectiveness and recommend program changes to the Executive Director.
- Coordinate the preparation of monthly activities and status reports.
- Respond to and resolve issues pertaining to assigned programs. Advise Executive Director in a timely manner on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Executive Director regarding Authority effectiveness in implementation of its maintenance program and HUD standards, and other department-wide matters.
- Review and prepare draft Authority comments on proposed Federal, State and Local regulations and their prospective impact on rehabilitation and other department programs. Suggest alternative courses of action, as applicable.
- Assist the Executive Director in the development of department policies and procedures implementing Federal, State and Local directive and statutes; and, as applicable, procedures for department activities and programs.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.
- Prepares specifications and construction drawings using AutoCAD. Solicits bids, proposals in accordance with the Authorities Procurement Policy.
- Assist with inspections of all Housing Authority properties. Works with REAC Inspectors.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- May act as an Authority hearing officer.
- Assist in computer technology applications for department.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Ability to – Plan and coordinate work in a manner conducive to full performance and high morale. Maintain confidentiality. Formulate policy and to plan and coordinate the work of

others. Exercise independent judgment with compassion, good management sense and creativity. Implement effective facilities planning activities. Establish and maintain effective working relationships with all levels of Authority staff and the general public. Prepare clear, concise reports. Communicate complex ideas clearly and effectively both verbally and in writing. Speak effectively before groups. Investigate and analyze administrative problems and make recommendations. Prepare and work within established operating budgets. Operate a personal computer using various Windows-based applications programs.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, work in both indoor and outdoor environments, climb stairs and ladders, bend, stoop, crawl, and walk over uneven ground. Possess the manual dexterity to operate keyboard equipment. A majority of work is conducted in an indoor office environment.

EXPERIENCE AND EDUCATION GUIDELINES:

- Minimum of an Associate's Degree and additional experience in building construction and maintenance fields.
- A successful candidate must have extensive knowledge of occupational hazards and safety precautions involved with the maintenance, repair and operation of buildings and grounds.
- Proven experience in working collaborative with a variety of people at various levels and diverse backgrounds.
- Valid driver's license