

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



|                 |   |
|-----------------|---|
| Position Title: | Construction & Maintenance Supervisor                                       |
| Department:     | Maintenance   |
| Reports To:     | Executive Director  |
| Classification: | Full-time   |
| Status:         | Exempt  |
| Salary Range:   | \$37,440 - \$45,509 annually  |
| Location:       | Omaha or Norfolk, NE  |
| Hours of Work:  | Monday through Friday, 8:00am-4:30pm, variations in days and time as needed |
| Approval Date:  | February 14, 2015   |

### Job Function:

The Construction & Maintenance Supervisor assists the Maintenance Project Coordinator with the day-to-day tasks associated with carrying out Indian Housing Plan modernization, rehabilitation projects and maintenance and repair of Northern Ponca Housing Authority housing units.

### Essential Responsibilities and Duties:

1. Supervision of Maintenance Technicians in Norfolk and any other additional areas of service to ensure regulations, policy, and procedures are followed and ensure compliance of all work related activities in a fair, ethical, and consistent manner.
2. Before starting any construction or maintenance activities, all plans of action is presented to the Maintenance Project Coordinator for approval then start with any trouble shooting and repair of housing unit systems including but not limited to HVAC, appliances, windows, doors, flooring, electrical systems, plumbing, and other indoor and outdoor facilities.
3. Perform required custodial, maintenance, and rehabilitation activities using carpentry, plumbing, electrical, HVAC, construction and other necessary skills.
4. Schedule and monitor custodial, maintenance, and construction rehabilitation activities for Northern Ponca Housing Authority property and housing units in compliance with Northern Ponca Housing Authority quality standards and following all the applicable Uniform Building Code, construction contracts clauses and following any other additional codes and specifications.
5. Present all scheduled plans for approval to the Maintenance Project Coordinator then schedule routine and seasonal preventative maintenance and custodial activities.
6. Estimating work order costs including labor, supplies, and materials by using or creating a scope of work as needed and request the approval of the Maintenance Project Coordinator.
7. Assist the Maintenance Project Coordinator with bidding and purchasing of supplies and contracts and ensuring purchase orders are created for every purchase and contract.
8. Monitor inventory of vehicles, tools, equipment, and supplies in Omaha and any other locations then present the monthly report to the Maintenance Project Coordinator.
9. Maintain a detailed breakdown of all the repairs and maintenance on Northern Ponca Housing Authority units in property management software, excel spreadsheet, other databases, paper files and present a monthly report to the Maintenance Project Coordinator.
10. Prepare regular monthly percentage of completion progress reports and documentation for maintenance, modernization, rehabilitation, construction, and inspection activities.
11. Assist in managing emergency maintenance calls after hours.
12. Schedules and assists or performs unit inspections including: annual, move-in, move-out, contractor, and maintenance inspections.
13. Assist in project plans, environmental reviews, creating scope of works, and bid letting for rehabilitation and construction projects. Monitors all contractor's compliance with bids and performs randomly David's Bacon interviews to contractor's and subcontractor's employees and performs all site inspections, and other activities as requested.
14. Assist in goals and objectives of the Northern Ponca Housing Authority Indian Housing Plan as directed.

1501 W. Michigan Ave, Norfolk, NE 68701

P: 402-379-8224, F: 402-379-8557

[www.poncahousing.org](http://www.poncahousing.org), [admin@poncahousing.org](mailto:admin@poncahousing.org)

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15. Works as a team to develop a “best practice” approach in housing functions.
16. Perform other duties as assigned.

### Knowledge, Skills, and Abilities:

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures, including general carpentry, construction, plumbing, electrical, HVAC.
2. Must have in-depth knowledge and on the job experience with construction techniques, Uniform Building Codes and practices, blue prints, construction materials and construction equipment and tools.

### Relationship and Authority

Supervises Maintenance Technicians, Laborers, and Custodians.

### Requirements and Qualifications:

- High School diploma or its equivalent.
- Associates degree in a property management, construction, or related field.
- Experience handling computers with all Microsoft Office products, databases, and/or property management software.
- 5 years on the job experience working in property management, construction field or a similar industry.
- 2 to 3 years of previous construction supervisory experience.
- Experience with estimating repair and construction costs.

### Desirable Qualifications:

- Bachelor’s Degree in construction or property management or related field.
- Previous experience in Tribal Housing or Housing and Urban Development (HUD) Programs.
- Home Inspector Certification.
- HVAC certification.
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Knowledge of arithmetic, measurements, calculations, algebra, geometry, calculus, statistics, and their applications.

### Physical Requirements/Working conditions:

1. 85% of time is spent working at job sites outdoors or indoors which includes standing, walking, stooping, bending and lifting.
2. 15% of work hours will be spent in the office.

### NORTHERN PONCA HOUSING AUTHORITY Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with Northern Ponca Housing Authority staff, contractors, tenants, and tribal members.
3. Ability to be understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a “best practice” approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have as a valid Nebraska Driver’s License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol free workplace policies.
8. Successful completion of background screens.

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IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee Name

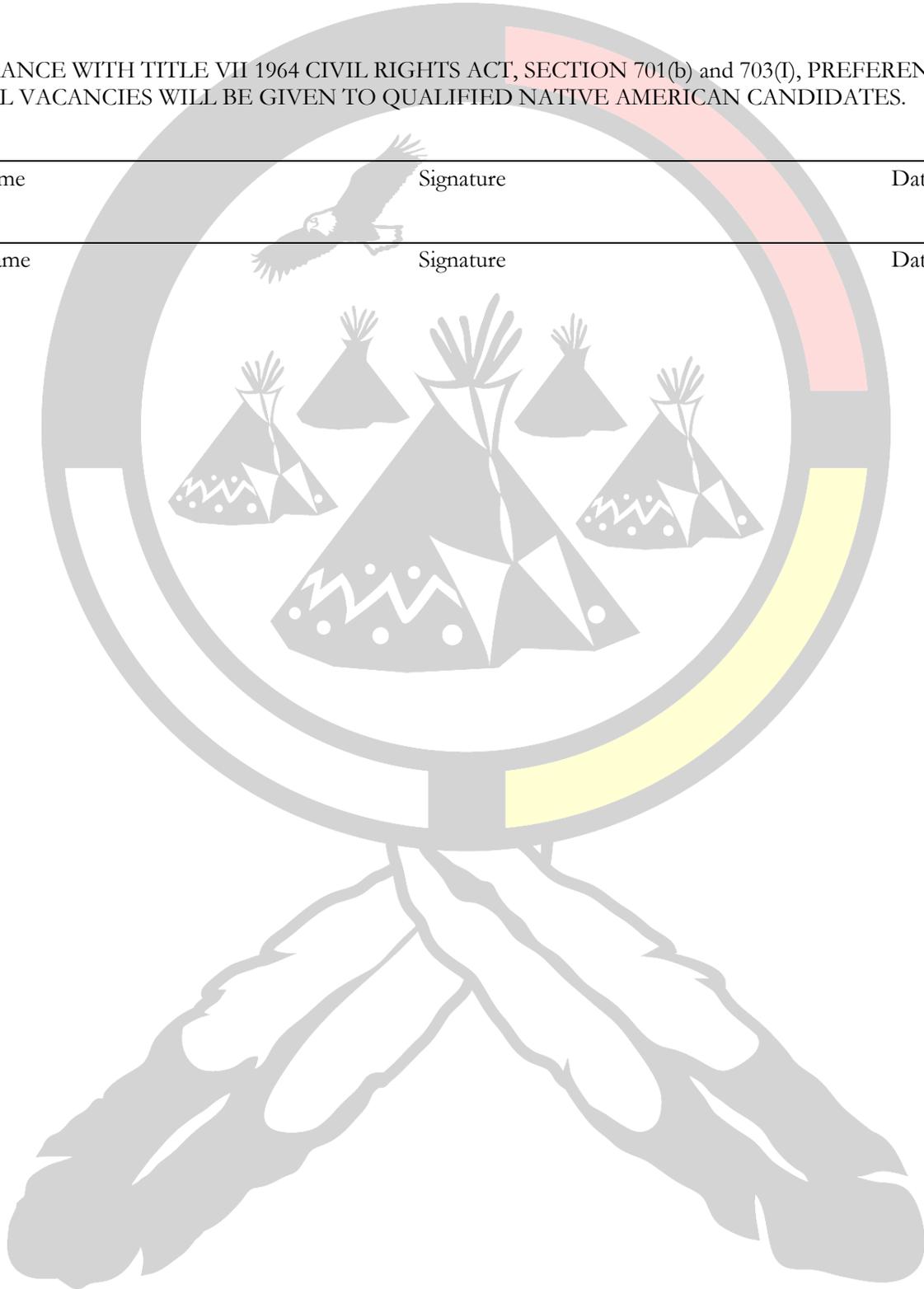
Signature

Date

Supervisor Name

Signature

Date



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