



**POSTED INTERNALLY: 8/22/2024 (8:00 A.M.)    POSTED EXTERNALLY: 6/12/2025 (12:00 P.M.)**

INTERNAL / EXTERNAL

## **POSITION OPENING**

TITLE: MAINTENANCE SUPERVISOR  
CLASSIFICATION: SALARIED / EXEMPT  
SALARY RANGE: BASED ON EXPERIENCE AND EDUCATION  
REPORTS TO: HOUSING PROGRAMS DIRECTOR  
JOB LOCATION: SMHA SITE OFFICE  
PLACE OF APPLICATION: SMHA MAIN OFFICE  
OPENING DATE: 8/22/2025 (Internal), 6/12/2025 (External)  
CLOSING DATE: UNTIL POSITION FILLED

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ALL QUALIFIED CANDIDATES MUST BE ABLE TO PROVIDE PROOF OF:

- Valid State of Ohio Driver License and Auto Insurance
- High School Diploma / GED
- College Degrees and Other Required Credentials

**ANY INTERESTED AND QUALIFIED CANDIDATES MAY APPLY ONLINE AT [www.indeed.com](http://www.indeed.com) UNTIL POSITION IS FILLED**



**SMHA IS AN EQUAL OPPORTUNITY EMPLOYER**



**SMHA IS A DRUG FREE, NON-SMOKING, AND NO WEAPONS ALLOWED WORKPLACE**

**SPRINGFIELD METROPOLITAN HOUSING AUTHORITY  
POSITION DESCRIPTION**

Position Title: Maintenance Supervisor

As of Date: August 1, 2024

Revised as of June 11, 2025

Department: Public Housing

**General Statement of Duties:**

The Maintenance Supervisor is part of the property management team and is responsible for managing the daily duties of maintenance staff while they carry out electrical, mechanical, and plumbing, etc. projects in residential settings. Hence, it is essential that the supervisor plan and schedule maintenance tasks with minimal disturbance to the occupants. The supervisor serves as the primary channel for the flow of information between management and the maintenance staff.

Reports to: Housing Programs Director

Pay Grade: Salaried/Exempt

**Essential Duties and Responsibilities**

1. Carries out the work of the properties in a manner that complies with all applicable Federal, State and local laws, regulations, and PHA policies and procedures related to: Civil and Disability rights; fair labor standards and practices; procurement of goods and services; rental integrity; OSHA standards; data privacy laws.
2. Assist in the preparation of the annual operating budget and revisions as needed; minimizes expenditures consistent with preservation of the physical plan. Purchases goods and services when needed, when policies have been followed, and when funding permits; maintains inventory control of all equipment, materials and supplies assigned to the sites; provides information to the Director of Housing Programs, Asset Managers or other PHA officials as required and reviews HUD financial reports as required.
3. Ensure the maintenance staff is properly trained, organized, and has access to tools and parts to complete the task.
4. Prepare maintenance schedules in line with agency goals and Preventive Maintenance.
5. Ensure 24-hour emergency maintenance service is available. Frequently inspects facilities to proactively detect potential problems and recommend the necessary repair or maintenance. Assist Asset Managers with the HUD UPCS inspector to ensure all units are available for inspection and that all deficiencies noted are corrected within the HUD-specified timeframes.
6. Provide support and advice during staff recruitment and ensure proper onboarding and training.
7. Oversee and enforce good record-keeping practices.
8. Generate work orders, enter comprehensive job details, and assign work to qualified team members.

9. Occasionally inspect the quality of performed maintenance work.
10. Communicate policies, procedures, and any updates to maintenance staff.
11. Check that work processes are executed in a timely and efficient manner, without compromising building users' safety.
12. Work closely with vendors, outsourced service providers, and contractors to protect the interests of the facility.
13. Keep an eye on materials and spare parts inventory.

### **Other Duties and Responsibilities**

1. Help with the development of maintenance procedures and proactive maintenance programs like preventative maintenance.
2. Recommend budget items, contributing to the development of an annual maintenance budget.
3. Recommend upgrades, overhauls, and other changes to major systems and equipment.
4. Actively participate in projects (e.g. remodeling or renovation).
5. Will perform other duties as assigned.

### **Minimum Education Requirements, Licenses, Skills, Abilities, Experience**

- Education: High School Diploma/GED is required. Post secondary education in business administration is preferred. Applicants who do not possess the required education may substitute additional directly related experience as indicated on a year-for-year basis, with thirty (30) semester-hour credits being equal to one (1) year of experience.
- Experience: A minimum of three (3) years of management, supervisory or Crew Leader experience is preferred. Experience working at a large, multi-faceted organization is highly beneficial. Five (5) years Apartment/Building Maintenance Tech experience is required. Experience in working with the U.S. Dept. of Housing and Urban Development programs, and/or HCV (formerly Section 8 Housing) is preferred. Experience in contract negotiation, budget preparation, fiscal oversight, analysis is highly beneficial.
- Special Skills: Must have the ability to listen and communicate with a diverse group of individuals and must have excellent communication skills, both verbal and written.
- Demonstrate strong cognitive ability in assessing and evaluating problems, have capacity in determining priorities and managing multiple projects commensurate with Housing Authority standards, and the ability to spot potential issues and act quickly to avert serious problems.
- Demonstrate strong technical background and skills in order to train staff, oversee the staff's work, and create PM checklists, etc.

- Demonstrate ability to direct and influence team members positively when morale is low.
- Able to work flexible hours and be a team player.
- Must possess and maintain a valid Ohio driver's license (or be able to document the ability to obtain one within 5 calendar days of beginning employment) and show evidence of personal vehicle insurance. Must provide renewed driver's license and personal vehicle insurance annually.
- Able to travel at times.
- Technical Training: Satisfactory completion of Maintenance Supervisor training & certification is mandatory for this position and must be completed within one year of date of hire.
- Physical Demands
  - Balancing: Maintaining body equilibrium to prevent falling over.
  - Carrying: Transporting an object, usually by hand, arm or shoulder.
  - Eye/Hand/Foot Coordination: Performing work through using two or more.
  - Fingering: Picking, pinching or otherwise working with fingers.
  - Handling: Seizing, holding, grasping or otherwise working with hand(s).
  - Hearing: Perceiving the nature of sounds by the ear.
  - Reaching: Extending the hand(s) and arm(s) in any direction.
  - Repetitive Motions: Making frequent movements with a part of the body.
  - Sitting: Remaining in the normal seated position.
  - Talking: Expressing or exchanging ideas by means of spoken words.
- Physical Strengths
  - Lifting: Raising or lowering an object 10-25 pounds.
- Vision Requirements
  - Far Acuity: Ability to see clearly at 20 feet or more.
  - Near Acuity: Ability to see clearly at 20 inches or less.
- Mental Demands
  - Mathematical Reasoning
  - Memorization
  - Oral Comprehension
  - Written Comprehension
- Environmental Conditions
  - Daily inspections requiring frequent walking, rain or shine

**Interpretation (policies, procedures, or practices)**

Follows SMHA Policies and HUD Regulations.

**Internal/External Contacts**

Frequent contact with residents, staff, and Housing Directors.

**Scope of Responsibility**

Leadership Skills

Promotes Agency Goals and Objective. Follows all policies and procedures.

Problem Solving

Problem solving limited to scope of Admissions and Continued Occupancy and Administrative Policy.

Decision Making

Make appropriate decisions regarding various aspects related to property maintenance, including physical condition. May be required to be involved in decisions regarding capital planning and redevelopment process. Make decisions in the best interest of residents.

Nature of Supervision

Works independently most of the time. Usually confers with the Housing Program Director and Asset Manager(s) on a regular basis.

**Working Conditions**

The work environment will vary. Part of the time it will be that of a normal office setting. The other part will include walking inside and outside the housing buildings. Pressure can stem from the volume of work and time demands and from the urgency of resident needs. Dealing with a wide range of personalities can exacerbate a stressful environment.

**"At Will" Employment for Employees: The employment of probationary employees is terminable, at will and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.**

**The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SMHA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

**THIS POSITION DESCRIPTION WAS RECEIVED, READ, AND UNDERSTOOD BY ME.**

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SIGNATURE

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DATE

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PRINT NAME