

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Authority Position Available: REGIONAL FACILITIES MANAGER

Date Posted: November 2, 2018

Purpose: This is a management level position within the ACHA facilities and maintenance department. Position is responsible for planning and managing all facilities and maintenance work at each housing site within one of the three (3) ACHA regions. The regions encompass approximately a range of 800-1,300 housing units located at various sites within each region.

Essential Job Functions

1. Plans, organizes and directs all facilities and maintenance activities within an assigned region.
2. Determines and assigns maintenance/rehabilitation work of maintenance aides, trades and work order specialists.
3. Directs and coordinates the functions of building maintenance; unit preparation; grounds keeping, distribution of materials and deployment of resources to provide for preventive, routine and emergency maintenance.
4. Participates in conferences with peers, supervisors and construction professionals to assist in the planning, development, growth and improvement of Authority sites.
5. Works effectively with managers in the execution of maintenance functions.
6. Consults with the Director, Facilities Management to determine the need for and to prioritize trades and maintenance work within the region.
7. Maintains records of work performed for all staff.
8. Participates in the disciplinary process when violations of ACHA policies and procedures occur.
9. Participates in union negotiations when needed.
10. Assists Property Manager in maintaining adequate inventory stock and shop organization.
11. Provides training for employees to better their knowledge and abilities as needed.
12. Responds to emergency on-site situations after working hours when required.
13. Responsible to conduct a complete inspection of grounds, buildings, and common areas prior to REAC inspections.

Required Education/ Experience

High school diploma or equivalent. Five (5) years' experience in housing operations, construction management or a related field preferred. Three (3) years' experience in multi-family, multi-site public housing preferred. Minimum three (3) years supervisory experience in public housing preferred. Basic knowledge and operations of all facets of specialized trades and maintenance work. Basic computer skills. Valid Pennsylvania driver's license.

Physical Requirements: Must be able to stand, sit, and walk for continuous periods of time. Visual acuity to physically inspect all housing units. Ability to bend, stoop, kneel, crawl and lift moderately heavy objects. Ability to function under varying weather conditions.

WAGE: \$50,000-\$60,000

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 625 STANWIX STREET, 12TH FL., PITTSBURGH, PA 15222 OR EMAILED TO: jhoover@achsn.org
AN EQUAL OPPORTUNITY EMPLOYER