

# Mount Desert Island and Ellsworth Housing Authorities

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## **Director of Facilities**

(Exempt Position)

### **Reports To: Executive Director**

#### **Job Summary:**

The Facilities Director is responsible for leading a team in the planning and direction of repairs to and maintenance of all properties owned and/or managed and maintained by the MDI & Ellsworth Housing Authorities as well as providing oversight of all inspection activity for owned and managed properties within the organization. This position is responsible for providing all staff and residents, with a physical environment that is safe, sanitary, and well-functioning, as well as ensuring that Housing Authority assets are being managed in an efficient and cost-effective manner. The Facilities Director works within a progressive team environment to develop and create strong, long-lasting relationships with employees, vendors, contractors, and residents.

#### **Summary of essential job functions:**

- Assists in the recruitment, interviewing, and hiring of all maintenance employees
- Supervises, trains, coaches, and holds maintenance team members accountable for results
- Maintains the on-call schedule for the maintenance department
- Conducts and/or arranges annual OSHA and Worker's Compensation safety training classes for maintenance staff
- Conducts periodic walkabouts of all buildings, grounds, and installations to ensure that high standards of workmanship, cleanliness, safety, and security are maintained
- Arranges regular inspections and testing of equipment and building systems as appropriate
- Plans, directs, and oversees all routine and emergency maintenance work performed on all buildings and grounds owned and managed by the Housing Authority with a focus on efficiency and cost-effectiveness
- Monitors facilities for coordination with the 5-year Capital Fund Program
- Works closely with the Capital Fund Program consultant to coordinate major renovation activities including scope of work, bid solicitation, and construction oversight
- Directs work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing payments
- Organizes and implements a program of preventive maintenance for all buildings and equipment to ensure that all buildings, systems, and equipment are maintained in good working order



- Participates in the annual selection of energy and contract service providers and bulk purchase opportunities
- Identifies and pursues cost effective strategies to reduce utility expenses at properties
- Maintains active involvement in property finances, including participation in annual budget process, ensuring monthly property expenses are within budgets, approves monthly property invoices for payment, and reviewing quarterly financial reports
- Ensures all standards relating to safety and the protection of life and property are maintained in accordance with the law, Housing Authority policies, and all other requirements
- Conducts safety training and investigates all safety incident reports.
- Stays current on HUD, MaineHousing and Rural Development rules and regulations as they relate to the Housing Authorities physical plant
- Ensures that all local, HUD, MaineHousing and Rural Development reporting requirements are completed and submitted in a timely accurate manner including but not limited to PHAS, REAC, etc.
- Monitors HUD properties for REAC compliance
- Responsible for following the approved Procurement Policy and Procedures
- Responds to after-hours extra ordinary emergency situations as required such as fires, floods, and large weather events.
- If necessary, may operate a wide variety of Housing Authority maintenance equipment
- Develops and implements supply ordering and inventory system
- Maintains good working relationships with internal and external customers
- Recommends efficiencies and areas of improvement as relevant
- Adheres to all applicable state, federal, and Housing Authority rules, policies, procedures and regulations at all times
- Protects the privacy of individuals' residing in Housing Authority-managed apartments by safeguarding personally identifiable information and sensitive data in accordance with federal privacy laws, guidance, and best practices
- Performs other related tasks as required

### **Supervision Responsibilities:**

- Maintenance Coordinator
- Maintenance Technicians
- Custodian

### **Education, experience, and knowledge qualifications:**

- High School Diploma or equivalent
- Minimum of 5 years maintenance work experience
- Prior experience supervising and mentoring employees
- Proficient knowledge of occupational hazards and safety procedures
- Knowledge of local, state, HUD, MaineHousing, Rural Development, and national life safety and building codes
- Possess knowledge of the principles, practices, tools, materials, and equipment used in building trades (i.e., carpentry, electrical, plumbing, painting, masonry, heating, electrical) as well as general repair skills

- Proficient knowledge of the assembly and maintenance of various types of plumbing, heating, ventilation, and air conditioning (HVAC) equipment in order to plan and communicate with contractors and design professionals

### **Skills and abilities, qualifications, and other requirements:**

- Proficient technology skills (Word, Excel, Smartphone, e-mail) and the ability to learn new software as needed
- Ability to read and understand rules and regulations set forth by HUD, Maine Housing, Rural Development, and other regulations
- Ability to read and interpret plans and specifications and apply city building codes to the maintenance work and projects
- Ability to delegate, guide, and mentor direct reports within the maintenance function
- Excellent customer service skills
- Strong interpersonal and communication skills with other employees, tenants, community members, and outside contractors
- Excellent writing and organizational skills
- Ability to network effectively with a variety of people and organizations
- Ability to multi-task various assignments and meet expected timelines efficiently
- Effective problem solver – can use logic and facts to solve problems efficiently
- Ability to make decisions and use sound judgment
- Demonstrated ability to respond to emergencies in an efficient and controlled manner
- Can work independently, as well as part of a team

### **Other requirements, licensing, certifications:**

- Maintain a valid driver's license
- Insurable by the Housing Authority's fleet insurance carrier
- Knowledge of how to use various hand tools and power tools required for maintenance duties
- Usage of proper Personal Protective Equipment (PPE) as per safety policy
- Participate in OSHA 10-hour training
- Required to respond to emergencies and work flexible hours when necessary
- Obtain Uniform Physical Condition Standards (UPSC) Certification within one year of employment
- Is a member of and participates with the Northeast Regional Association of Housing Maintenance Supervisors (NERAHMS) group.

### **Working conditions / physical demands:**

- Must have the ability to frequently move, lift, pull and push objects up to 25 lbs.
- Must have the ability to occasionally move, lift, pull and push objects up to 50 lbs.
- Occasional exposure to toxins, hazardous materials, electrical and mechanical hazards, dust and loud unpleasant noises. Proper PPE is required.
- Must be able to climb stairs, ladders and withstand heights of over 8 feet
- Prolonged periods of standing, walking, stooping, or bending

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the Company reserves the right to modify, add or remove duties and assign other duties as necessary.*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed on this job description) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

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Employee's Signature

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Date

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Manager's Signature

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Date