

FILED

IN THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY, OREGON

BOOK 146 PAGE 0087

JAN 15 1991

COUNTY CLERK FOR LANE COUNTY, OR *[Signature]*

91-1-8-1H

)IN THE MATTER OF ADOPTING  
)THREE NEW CLASSIFICATIONS:  
)MAINTENANCE SUPERVISOR,  
)RESIDENT MANAGER AND  
)MAINTENANCE WORKER AND  
)AMENDING THE COMPENSATION  
)PLAN ACCORDINGLY.

WHEREAS, there is a need to periodically review the Agency organizational structure necessary to productively and effectively meet our responsibilities; and

WHEREAS, it is in the best interest for the effective Agency operations to reorganize the Housing Division focusing on the use of Resident Managers; and

WHEREAS, the Board is authorized to amend the Agency's classification and compensation plans under the Agency's personnel rules, NOW, THEREFORE, IT IS HEREBY

ORDERED that:

1. Effective upon Board passage of this order,

The Agency's management classification plan be amended by adopting the attached classification description titled "Maintenance Supervisor", and

The Agency's classification plan be amended by adopting the attached classification descriptions titled Resident Manager and Maintenance Worker.

2. Effective upon Board Passage of this Order, The Agency's compensation plan shall be amended by adopting the following ranges:

MAINTENANCE SUPERVISOR:		BOTTOM.		TOP.		
		\$2381.56		\$3127.69		
RESIDENT MANAGER:	STEP #1	#2	#3			
	\$ 8.57 /hr	\$9.06 /hr	\$ 9.57 /hr			
MAINTENANCE WORKER:	STEP #1	#2	#3	#4	#5	#6
	\$9.12	9.64	10.19	10.77	11.39	12.03

DATED this 8th day of January 1991,

*[Signature]*  
Chair, HACSA Board of Commissioners

IN THE MATTER OF ADOPTING THREE NEW CLASSIFICATIONS: MAINTENANCE SUPERVISOR, RESIDENT MANAGER AND MAINTENANCE WORKER AND AMENDING THE COMPENSATION PLAN ACCORDINGLY.

APPROVED AS TO FORM  
Date 11/2/90 Lane County  
*[Signature]*

# MAINTENANCE SUPERVISOR

## CLASSIFICATION SPECIFICATION

### DEFINITION

This is professional, administrative and technical work directing the maintenance of buildings owned by the Housing Authority. Work involves coordinating and supervising the activities of the assigned program personnel. Work involves providing input into program policies and direction. Does related work as required.

### SUPERVISION RECEIVED

Works under the direction of the Division Director.

### SUPERVISION EXERCISED

Exercises direct supervision of the Maintenance Personnel: all classifications including the support staff.

### EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Monitoring the Maintenance budget according to general policies and directives of the Housing Authority and Department of Housing and Urban Development.

Supervision, coordination, assignment and evaluation of program needs and the efficiency of the program's operations and personnel. Active involvement in the recruitment, selection, promotion, supervision and discipline of program personnel. Program staff supervision is a major responsibility of this position.

Establishes and maintains effective communications with owners, tenants, local government officials and community leaders. Responsibility includes resolving conflicts and finding solutions to program problem areas.

Insures that accurate records of a variety of transactions are maintained and updated. Responsible for preparing and submitting reports (weekly, monthly, quarterly, semi-annually and annually) to the Agency and Department of Housing and Urban Development.

Participates as a member of the management team in interpreting policies and directives and assists in the planning of the Housing Authority's goals and direction. Establishes program priorities and goals from general instructions from the Division Director.

**Responsibilities Continued:**

Provides technical leadership and coordination of activities for the Maintenance staff.

Assigns, monitors and inspects work.

Assigns and prioritizes all work orders and insures that all work orders are properly processed; performs vacate inspections; maintains inventory and tool control systems.

Performs hands-on work as required.

**QUALIFICATIONS****Knowledge of:**

Resident services, maintenance, accounting of federal requirements and policies.

The needs and actions of those participating in low-income housing programs.

**Ability to:**

Supervise and work with people in an efficient manner.

Research and apply information as necessary.

Maintain good relations and communicate well with all types of people.

Effectively plan and process reports, letters, contracts, forms, etc.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:** Ten years experience in residential maintenance; at least four years experience must be at the equivalent of the level of Maintenance Mechanic, and at least one year must be in a supervisory capacity; experience as a residential general contractor can be substituted for up to four years of the required experiences on a one-to-one basis.

**TRAINING:** Equivalent to the completion of the twelfth grade supplemented by specialized or college level training in construction, engineering, architecture or related fields.

**LICENSE OR CERTIFICATE:** Possession of, or ability to obtain an appropriate, valid drivers license at standard insurance rates.

BB/ks  
12/27/90

QUALIFICATIONS

## Knowledge of:

Operations, services and activities of a building and grounds maintenance program.  
Procedures, materials, tools and equipment used in building and grounds maintenance activities.  
Principles of arithmetic.  
Proper use and care of tools and equipment.  
Agency programs, policies and procedures.  
Occupational hazards and safety precaution as applicable to the grounds maintenance, custodial and building trades.

## Ability to:

Perform a variety of work involved in the maintenance and repair of agency buildings and grounds.  
Interpret and apply Agency policies and procedures.  
Maintain accurate and complete records.  
Operate and maintain a variety of custodial, grounds maintenance equipment, hand and power tools.  
Perform mathematical calculations accurately.  
Identify and correct maintenance problems including minor plumbing, carpentry, and electrical problems.  
Work independently, effectively and productively with a minimum of supervision.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Perform a wide variety of physical tasks requiring frequent and repetitive lifting, bending, squatting, climbing, crawling and reaching above shoulder level. Typical tasks could include:  
Lift 70-100 pounds without assistance to a height of four feet, occasionally.  
Lift 51-69 pounds without assistance to a height of four feet, frequently.  
Lift 20-50 pounds without assistance to a height of four feet, repetitively.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:** Two years of responsibility and varied maintenance experience.

**TRAINING:** Equivalent to the completion of the twelfth grade supplemented by specialized training in building maintenance trades.

**LICENSE OR CERTIFICATE:** Possession of, or ability to obtain an appropriate, valid drivers license at standard insurance rates.

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## RESIDENT MANAGER

### CLASSIFICATION SPECIFICATION

#### DEFINITION

To perform a variety of duties associated with site management of HACSA owned Low Rent Public Housing complexes.

#### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Division Director or delegate.

#### EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Provide a variety of day to day tasks as required in assistance to Housing Managers (Housing Representatives) in the management of complexes and units.

Maintain regular, posted office hours Monday through Friday.

Assist Housing Managers in the lease-up and vacate of housing units.

Conduct unit and building complex orientations with all new residents.

Conduct ongoing regular unit orientation and training sessions for existing residents.

Conduct annual/livability inspections of all units in coordination with Housing Manager.

Coordinate preparation and distribution of complex-based regular newsletter.

Provide monitoring of residency and use of all units in assisting Housing Manager perform lease enforcement.

Coordinate and assist in resident activities - organizational, recreational, and educational, etc.

Assist residents in emergency situations, lock-outs and other problems as needed.

Serve as liaison between residents and other Agency staff.

(Responsibilities - continued)

Maintain accurate records, logs, and files of activities.

Refer maintenance work orders to central maintenance staff.

Assist guests who enter the premises and, if necessary, report unauthorized persons to the appropriate police agency.

Maintain bulletin boards on the premises with information helpful to residents, coming events of general interest, etc.

Schedule the use of the Community facilities by residents and other groups, in accordance with Agency guidelines.

Perform routine custodial work as necessary including but not limited to:

- Sweep, vacuum, mop, strip, wax and polish floors of all common areas.
- Maintain and clean laundry facilities.
- Empty all common area trash receptacles.
- Keep all common interior areas neat and clean.
- Inspect all common area light fixtures and change light bulbs as necessary.

Perform routine yard and other outside maintenance including but not limited to:

- Operate grounds irrigation systems.
- Weed and maintain all landscaped areas.
- Mow, edge, and trim all yard areas.
- Keep sidewalks, parking areas and common areas swept, neat and clean of all litter, and debris.
- Rake and bag leaves from all ground areas.
- Keep sidewalks clear of snow.

Perform minor routine repairs. Typical repairs may include but are not limited to :

- Unplug sinks and toilets.
- Repair toilet ball cocks and flappers.
- Repair/replace towel bars, toilet seats, etc.
- Repair/replace smoke detectors.
- Repair/replace curtain rods, blinds, etc.
- Report other maintenance needs to Central Maintenance.

Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- General principles and practices of low income rental housing management.
- Principles and techniques of livability inspections.
- Principles of public relations.
- Principles of mediation and negotiations.
- General principles of building and grounds maintenance.
- Methods of verbal and written communication.

Ability to:

- Learn and interpret Agency programs, policies and procedures.
- Prepare accurate, concise written reports, articles, etc.
- Perform livability inspections.
- Perform limited or routine custodial, grounds, and minor building repairs.
- Work independently in the absence of regular supervision.
- Establish and maintain effective working relationships with the diverse population contacted during the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required skills and abilities. A typical way to obtain these would be:

EXPERIENCE: One year of experience in the rental management field.

TRAINING: Equivalent to the completion of the 12th grade of high school.

LICENSE

Possession of, or ability to obtain an appropriate, valid State of Oregon vehicle drivers license, and be insurable at standard rates.

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## MAINTENANCE WORKER

### CLASSIFICATION SPECIFICATION

#### DEFINITION

To perform skilled maintenance on Agency owned and managed properties. Responsible for responding to varied workorders involving a variety of tasks including the care and upkeep of grounds and buildings. This position involves significant direct contact with residents of Agency-owned units and therefore impacts the Agency's image. The position is distinguished from the Maintenance Mechanic in that skilled work is limited in nature consisting of more routine laborer and maintenance skills.

#### SUPERVISION RECEIVED

Receives supervision from the Division Director or delegate.

#### EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Landscaping, including mowing, edging, pruning, weeding, raking of leaves and removal of debris, application of appropriate chemicals for fertilization, weed and insect control.

Performs minor skilled plumbing repairs including replacement of washers, unplugging toilets, sinks, snaking drain lines, repair of leaking sink drains and supplies, repairs to existing irrigation and or leaking water lines.

Performs minor repairs or assists in painting, glazing and soft tile laying.

Checks and lubricates vent fans, motors, cleans furnace filters and registers.

Completes minor carpentry repairs to include replacement of fence board and posts, locksets, misc. hardware, and repairs to siding and window screens.

Performs general laborer and custodial duties to include the cleaning of buildings and grounds; removal of weeds, leaves, cleaning of gutters and drains; washing windows, digging trenches.

Performs related tasks as assigned.