

KODIAK ISLAND HOUSING AUTHORITY

Ensure safe, decent and affordable housing; creating opportunities for resident self-sufficiency and economic independence.

JOB DESCRIPTION Facilities Superintendent

Completed by: Special Projects Consultant
Updated: 1-24-19

REPORTING STRUCTURE

Department: Facilities
Reports to: Facilities Supervisor
Reporting Staff: Site Foremen, Carpenters, Repairers, Laborers

DISTINGUISHING FACTORS

The Facilities Superintendent is a highly skilled working position that provides initial assessments for requested and projected projects, assists with scoping and planning approved projects, oversees implementation of projects and assigned project staff and contractors, assists the Facilities Supervisor in providing project quality control and implementing quality assurance at project sites, in addition to functioning as a site Foreman. Projects include, but are not limited to, new construction, remodels, refurbishments, and weatherization for both private and KIHA properties. The Superintendent may be responsible for numerous concurrent project sites and will need to be able to appropriately communicate with, task, and delegate authority to site Foremen and/or contractors. When projects are limited, or when assigned, the Superintendent functions as a site foreman and performs the functions of such.

This position reports to the Facilities Supervisor and provides substantial assistance to the Facilities Supervisor in assessing, scoping, and planning for approved projects and receives project assignments from the Facilities Supervisor. In addition, this position assists the Facilities Director with developing project budgets.

This position requires regular village travel.

ILLUSTRATIVE TASKS

1. Project/ Site oversight. This position oversees the construction, refurbishment, remodel activities of facilities staff and contractors assigned to project sites. Provides project scope and direction to the Site Foreman, who in turn provides the day to day direction of assigned staff.
2. This position fills the roles and responsibility of the Site Foremen for projects as needed or as directed by the Facilities Supervisor, to include performing or overseeing carpentry work.
3. Assist Facilities Director in developing initial and final project budgets; Ensure projects stay within budget.

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4. Manages assigned project scheduling and coordinates resources including contractors and material delivery for projects.
5. Initial project assessment and Comprehensive project plan. This position provides the initial assessment of project material and manpower needs in order to develop a preliminary budget and timeline. This position assists the Facilities Supervisor in generating a comprehensive project scope, plan, and budget.
6. Position assists with developing project scopes based on allowable activities and desired outcomes for requested project funding sources.
7. Ensure compliance with laws, regulations, codes, and quality assurance policies and practices of all work performed on assigned projects; Responsible for quality control of work performed and overseen on assigned projects.
8. Responsible for all aspects of assigned worksite and work crew supervision; Monitor work activity and productivity; Ensure adherence to KIHA policy and procedures; Ensure staff have sufficient skills and experience to perform assigned work;
9. Ensure assigned staff have knowledge of worksite occupational hazards and safety measures. Ensure all staff are trained on proper use and safety requirements of all assigned equipment and tools.
10. Responsible to adhere to all procurement policies; Responsible to develop project materials list for Warehouse manager to ensure appropriate and necessary material and products are available when needed for projects, within project budget and timeline.
11. Responsible to exercise judgement in resolving problems at project sites.
12. Responsible for safe and responsible handling of work vehicles and equipment by self and staff; maintain vehicles in a clean and professional condition; report all deficiencies to supervisor.
13. Responsible for promoting a safe and drug free work environment.
14. Other duties as assigned by the Facilities Director or Facilities Supervisor.

KEY RELATIONSHIPS

- Work closely and professionally with Facilities Supervisor.
- Work closely and professionally with Project Site Leads; facilitate communications with necessary departments.
- Develop and maintain professional and close working relationships with assigned staff that facilitates oversight, instruction, and quality work output.
- Work respectfully and professionally with coworkers.
- Works professionally with customers requesting and/or receiving project services.
- Develop and maintain professional and close working relationships with outside contractors, inspectors, and service providers.
- Works closely and professionally with Procurement Officer and Warehouse Manager.

SKILLS AND COMPETENCIES

- Must have 5 years project management experience or reasonable equivalent.
- Must have Journey level carpentry skills and experience.

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- Must have experience professionally assessing potential and pending projects for cost and time estimates.
- Must have experience reading blueprints, drawings, and technical documents.
- Must have knowledge of occupational hazards and safety measures.
- Must have proven ability to schedule work projects and evaluate work performance.
- Must have 3 years supervisory experience.

ABILITIES

- Must be able to give and receive constructive criticism and directions.
- Must be able to lead by example and positively motivate assigned staff to achieve desired work product and outcomes.
- Must be able to work under pressure and meet project benchmarks and deadlines.
- Must be able to problem solve through use of experience and technical knowledge.
- Must be drug free and able to pass initial drug screen in accordance with Federal law.
- Must be an extremely well-organized person with excellent written and verbal communication skills.

Kodiak Island Housing Authority is an Equal Housing Opportunity Employer. This position is subject to the Alaska Native/American Indian employment preference under Section 7(b) of the Native American/Alaska Native Housing and Self-Determination Act, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701U) and Regulations in 24 CFR part 135.

COMPENSATION

Status: Full time Hourly
Salary Range: \$30+ per hour DOE
Benefits: Full fringe benefits offered