

## INSPECTOR/MAINTENANCE SUPERVISOR

**DEPARTMENT** : **COMMUNITY PLANNING & DEVELOPMENT-HOUSING**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### GENERAL STATEMENT OF DUTIES

Establishes and implements an ongoing inspection and maintenance program for all housing related programs administered by the Waterloo Housing Authority. The work is performed under the general direction of the Waterloo Housing Authority Director but considerable leeway is given for the exercise of independent judgement. This is a technical, hands-on inspections and maintenance position.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Conducts all Section 8 entry and recertification inspections including the physical inspections of all buildings, grounds, common areas and apartments managed or owned by the Housing Authority.
2. Purchases and distributes all materials and equipment needed to perform maintenance duties.
3. Supervises, prioritizes, schedules and assists all maintenance personnel in semi-skilled and skilled maintenance functions related to property managed or owned by the Housing Authority.
4. Develops and implements a comprehensive maintenance, janitorial and preventive maintenance program for all property owned and/or maintained by the Housing Authority.
5. Ensures compliance with the Right-To-Know laws and other OSHA rules and regulations concerning the use and storage of hazardous chemicals and pesticides.
6. Reviews claims for tenant damages submitted and makes judgments as to maintenance repairs.
7. Clarifies HUD home quality standards requirements and provides repair/replacement solutions.
8. Ensures that all housing owned and maintained by the Housing Authority complies with the Americans Disability Act (ADA) and other Federal, State and local regulations.
9. Types on personal computer or standard typewriter and sends repair letters.
10. Operates passenger-type vehicle, snow blower, power tools and hand tools and shovels snow.
11. Answers questions regarding Housing Authority maintenance and repair work based on knowledge of department policies, regulations and procedure or directs questions to proper staff person.
12. Responds to maintenance emergencies on weekends, evenings and holidays.
13. Works independently and with others with minimum or no direct supervision.
14. Works both inside and outside in all weather conditions; works around mechanical and electrical hazards; work environment may be dirty; operates tools and equipment that cause vibration; walking surface may be uneven, wet, muddy or slippery.
15. Performs all work duties and activities in accordance with City and department policies, procedures and safety practices.
16. Attends work regularly at the designated place and time.

17. Performs all other related duties as assigned.

### **REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of operation and function of various air handling, tempering, metering, thermostatic and safety controls, piping, wiring, ADA and MSDS requirements.
2. Knowledge of plumbing, electrical, mechanical and HVAC terminology including Federal housing quality standards and City codes for existing housing.
3. Knowledge of proper construction methods and techniques and costs of labor and materials for apartment maintenance.
4. Ability to make judgments affecting health and safety of Section 8 tenants and to respond to questions and complaints tactfully and politely.
5. Considerable knowledge of standard practices, tools, terminology, materials and procedures of all building maintenance trades.
6. Considerable knowledge of occupational hazards associated with and the safety precautions necessary when performing general maintenance and operating powered equipment and tools and ability to observe and enforce appropriate safety precautions.
7. Ability to read, interpret and follow blueprints, plans and diagrams.
8. Ability to assess and repair minor maintenance problems using tools, materials and procedures involved in general maintenance and custodial operations.
9. Ability to read and understand chemical hazard labels and written or verbal directions of supervisor.
10. Ability to work independently and with others without direct supervision and to make decisions based on department and City policies, rules and regulations.

11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
12. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, tenants and members of the public.

### **ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED.
2. Minimum of three years progressively more responsible experience in building maintenance and management including hands-on work experience in plumbing, electrical, heating and air conditioning maintenance (work experience must be verifiable through previous employers) plus additional specialized, formal related training (i.e. technical school or working with a skilled journeyman or master tradesperson) equivalent to two years of college.

### **OR**

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
3. Must possess and maintain Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more

moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault t accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

### **ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without reasonable accommodations.

1. Sufficient strength to perform assigned tasks including lifting and carrying up to 40 pounds alone or additional weight with assistance.
2. Sufficient strength and ability to work from ladders, scaffolding or man-lift up to twenty feet in the air.
3. Sufficient stamina to perform strenuous activity up to eight hours per day including carpentry, HVAC, electrical, plumbing and other maintenance duties.
4. Sufficient speech and hearing that permits the employee to communicate effectively with other workers, tenants and vendors in person or over a telephone, to understand verbal instructions, respond to questions from the public, diagnose equipment malfunctions, and to safely operate equipment and tools.
5. Sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions; sufficient dexterity to safely operate powered and manual construction tools and equipment;
6. Sufficient color vision to identify indicator lights on electronic control panels, electrical wiring, heating, cooling and plumbing pipes.
7. Sufficient personal mobility that permits the employee to move physically from one City

or Housing Authority facility or property location to another with tools and equipment and to work for extended period of time in cramped or difficult to reach areas.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses and hearing protection.
2. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position. Failure to pass the physical exam and drug test will result in withdrawal of the employment offer.
3. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
4. Must submit to and pass Civil Service examination procedures including a panel interview.

### **WORK SCHEDULE**

Will generally work Monday-Friday 8:00 a.m. - 5:00 p.m. with a one hour unpaid lunch. May be required to work occasional overtime. Must respond to emergency calls on weekends, evenings and holidays.

<b>INSPECTOR-MAINTENANCE</b>	<b>SUPERVISOR</b>	<b>DESCRIPTION</b>
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September 2001