

## **BHA Director of Maintenance Job Posting**

### **The Organization**

The Brookline Housing Authority (“BHA” or “Authority”) is a public agency, which currently manages 922 public housing units over twelve (12) developments and 955 units of Section 8 housing. In a community rich with opportunities, we provide low-income families, seniors, and people of all abilities with safe, decent, accessible, and affordable places to live. The BHA works in collaboration with government and civic organizations to support and encourage the well-being and economic self-sufficiency of BHA residents; to sustain a diverse population in Brookline; and to maintain attractive residential neighborhoods.

### **The Position**

Reporting directly to the Executive Director, the Director of Maintenance manages the maintenance operations of the BHA, ensuring all activities are completed in an expeditious and courteous manner. The incumbent performs duties related to management of staff, maintenance-related procurement, and the modernization of properties. This position supervises a staff of thirteen (13) including the following positions: Manager of Plumbing and Mechanical Systems, Principal Clerk – Maintenance, Foreman, Lead Mechanic, Carpenter, Maintenance Mechanic, and Laborer.

### **Example Listing of Responsibilities:**

- Schedule and communicate maintenance staff assignments; monitor and review work products; ensure tasks are completed within appropriate timeframes; perform periodic quality control audits of work order and other department systems.
- Be responsible for the periodic revision of department procedures, make recommendations to ensure compliance with established laws, codes, regulations, and policies.
- Coordinate with Directors and other staff in preparation for Department of Housing and Community Development (DHCD) Performance Management Reviews, Real Estate Assessment Center (REAC) Inspections, independent audits, the Public Housing Management Assessment Program (PHMAP) and other scores related to BHA maintenance operations.
- Participate in the annual modernization planning cycle to ensure that issues identified by maintenance staff, property managers, and others are included in plan priorities.
- Oversee modernization projects and act as a project manager as required. Facilitate communication between Housing Managers and Foreman on site-specific projects.
- Manage department procurement procedures: develop Invitation for Bid (IFB) specifications, submit bid notifications, and evaluate submissions for all service contracts, and approve vendors/contractors.

### **The Desired Applicant**

- Bachelor’s Degree in construction, facilities management, or related field.
- Five (5) years of experience in planning and scheduling maintenance work for a large residential real estate portfolio, including a minimum of three (3) years in a supervisory capacity.
- Must possess a valid Massachusetts driver’s license and be insurable under the Authority’s plan.

*An equivalent combination of education and experience may be considered.*



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## **What BHA Offers**

*Brookline Housing Authority offers a competitive salary and generous benefits package, including state GIC health insurance and a defined-benefit pension plan. This is a non-union senior management position.*

**To apply:** Please email your cover letter and resume to [recruit@humancapitalinitiatives.com](mailto:recruit@humancapitalinitiatives.com) with “BHA Director of Maintenance” in the subject line. Please do not contact BHA directly. For a complete job description, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.

*The Brookline Housing Authority is an equal opportunity/affirmative action, Section 3 employer. Females, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.*