

**HOUSING AUTHORITY of the CITY OF OPELIKA**  
1706 TOOMER STREET  
P.O. Box 786  
OPELIKA, ALABAMA 36803-0786  
(334) 745-4171

## **JOB OPENING NOTICE**

DATE: July 10, 2023

- 1) CLASSIFICATION: Director of Maintenance and Modernization
- 2) SALARY: \$50,000.00 – \$70,000.00  
DOQ (Depending on Qualifications)
- 3) RESPONSIBILITIES: Please visit [www.opelikaha.org](http://www.opelikaha.org) for job description and application
- 4) PERSONS INTERESTED: Submit resume and application with qualifications in writing to:  
[rglaze@opelikaha.org](mailto:rglaze@opelikaha.org)  
  
or via mail to:  
Human Resources  
Opelika Housing Authority  
P.O. Box 786  
Opelika, Alabama 36803-0786

**APPLICATIONS ACCEPTED  
UNTIL POSITION IS FILLED**  
(Please No Telephone Calls)

THE HOUSING AUTHORITY OF THE CITY OF OPELIKA IS AN EQUAL OPPORTUNITY EMPLOYER. THE HOUSING AUTHORITY OF THE CITY OF OPELIKA DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION OR HANDICAP.

# **Job Description**

## **Housing Authority of the City of Opelika**

### **Director of Maintenance and Modernization**

**Department:** Housing Operations

**Date:** 07/10/2023

**Reports To:** Executive Director

**FLSA:** E\*

#### **Summary**

This is a highly visible and responsible administrative position in which the incumbent actively assists the Executive Director in their management of the Opelika Housing Authority. The successful candidate will be responsible for the administration and management of maintenance activities and capital improvements of grounds and buildings, owned by the Opelika Housing Authority. The Director will report to the Executive Director and have direct oversight of the Maintenance Department and staff.

#### **Essential Job Functions**

1. Oversee modernization program planning and administration.
2. Work with the Executive Director on the development and execution of the OHA's 5-year capital planning for each of the OHA developments.
3. Implement and oversee building, apartment and grounds maintenance programs ensuring they are done in compliance with all applicable federal, state and local statutes.
4. Create and maintain a quality control program to ensure that work is done in compliance with HUD regulation and other applicable statutes, and that staff abide by the OHA's customer service standards.
5. Must have familiarity with state laws, policies and regulations under which the OHA operates.
6. Responsible for the completeness and accuracy of all budgetary and financial records such as vendor/contractor payments and purchase orders.
7. Package specific work items for A/E contracts, review bid documents and coordinate Requests for Proposals (RFPs).
8. Perform overall contract management duties including evaluation of services and drafting new contracts as needed.
9. Review all on going and proposed projects, change orders and perform project close-out duties.
10. Review maintenance work order reports and project-specific maintenance costs.
11. Plan and oversee energy conservation audits and improvements.
12. Have the ability to organize and supervise both administrative and maintenance staff.
13. Perform any additional duties or tasks as assigned by the Executive Director.

#### **Knowledge, Skills, and Abilities**

1. Experience managing 5-15 staff members.
2. MCPPO certificate.
3. Experience with or ability to learn CAPHUB, CPS, CIMS, PHA Web and other systems as needed.
4. Excellent written and verbal communication skills.
5. Thorough and complete knowledge of physical systems and building technology.
6. Proficiency with project management tools and schedules.
7. Ability to read and understand blueprints, bids, and specifications.
8. Knowledge of property maintenance requirements.
9. Understanding of government procurement practices and designer selection regulations.
10. Knowledge of HUD Funding Systems.
11. Ability to prepare written documentation of construction management meetings.

\* May be treated as NE, based on FLSA earnings requirement

Director of Maintenance and Modernization

12. Valid driver's license and ability to be insured.
13. Must be able to pass a drug test and criminal background check.
14. Must have the ability to work with people of various socioeconomic backgrounds.

### **Minimum Qualifications**

Bachelor's degree and a minimum of seven (7) to ten (10) years of progressively responsible experience or any equivalent combination of education, learning, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Other: Valid Driving License  
Ability to be insured under the Authority's vehicle policy  
Able to travel, as needed

**Start Date:** TBD

**Salary Range:** \$50,000 - \$70,000. The Authority also offers a complete benefit package including vacation and sick days, medical, dental, life, and optional long-term disability insurance.

**Application:** To apply please submit a cover letter and resume to the Director of Maintenance & Modernization Hiring Committee, Opelika Housing Authority, 1706 Toomer Street, Opelika, AL 36801 or by emailing to [rglaze@opelikaha.org](mailto:rglaze@opelikaha.org)

The Opelika Housing Authority is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description