

POSITION OPENING:**Senior Property Manager****DEPARTMENT:****Asset Management/Operations****APPLICATION DEADLINE:****Accepting applications for review and future needs**

SENIOR PROPERTY MANAGER: Employee in this position manages the operations of specified housing developments. Employees in this classification perform managerial work. Position is responsible for ensuring residents of public housing have decent, safe, and sanitary housing and enforcing housing policies outlined in the lease agreement. On call duty is required. Manages the operation of specified housing developments. Supervises Property Management Administrative Assistant and Maintenance personnel assigned to community. Prepares, reviews and analyzes month-end accounting reports. Tracks incomes / expenses and develops budgets. Performs procurement and submits invoices for payment. Reviews and processes all move-in applications. Verifies eligibility according to required U.S. Department of Housing and Urban Development regulations. Shows units and conducts resident orientations. Executes and enforces lease agreement. Terminates leases; sets up security deposits. Performs delinquent account action on behalf of HA. Such as review accounts, counseling delinquent tenants, monitoring repayment agreements; serving notices appearing for the HA in eviction proceeding and magistrate court. Attends court proceedings and takes necessary paperwork to courthouse for evictions; compiles information for court; and accompanies the sheriff on padlocking housing units; mediate disputes between tenants. Monitors resident accounts to ensure accurate assistance payment and tenant rent. Conducts informal conferences and attends grievance and other hearings. Vacates units; leases and shows units to prospective residents; gives rental references. Monitors vacancy turn-around time to ensure agency compliance. Schedules inspections on housing units; performs grounds and dwelling inspections; and conducts home visits as needed. Assesses charges on move-out accounts for damages due to resident neglect or abuse. Conducts re-certification interviews for residents in hospitals or home bound; processes interims for residents in hospitals or home bound; and makes home visits. Conducts annual re-certification interviews on all residents. Manages or refers residents' complaints and concerns and counsels residents. Ensures excellent property upkeep and curb appeal. Attends and participates in resident activities and Housing Authority sponsored activities. Confers with other community, service, and social agencies. Monitors maintenance work performance and work order process. Manages transfer transactions; maintains files; and types various correspondence to residents and for leases. Make referrals to local social service programs. Compiles data for grant writing. Incumbents in such assignments are on-call on a 24/7 basis to deal with facilities or resident crises and emergencies. Performs related work as directed.

MINIMUM TRAINING AND EXPERIENCE

A four year degree in accounting, business or related field, supplemented by up two (2) years or more previous experience and/or training involving public housing, and human services, private market property management; or any equivalent combination of education, training, and experience. Thorough knowledge and experience working on personal computer using Microsoft Office Word, Excel, Publisher, PowerPoint and other software packages; and a valid driver's license and safe driving record.

POSITION OPENING: Work Order Clerk

DEPARTMENT: Asset Management/Quality Control/Capital Funds/Compliance

APPLICATION DEADLINE: Until filled

WORK ORDER CLERK: Under general supervision of Director of Asset Management, the purpose of the position is to perform clerical and receptionist duties for the Asset Management Department. Employees in this classification perform semi-routine clerical work. Position is responsible for entering data into computer system, answering the telephone, assisting residents with complaints, receiving and assigning work orders, and filing. Performs related work as directed.

ESSENTIAL FUNCTIONS: General administrative duties which includes typing, spreadsheets, etc. Answers telephone calls for the Asset Management/Capital Funds/Compliance/Quality Control Department concerning work orders, etc.; distributes work orders to field maintenance personnel; enters data concerning new and completed work orders into the computer system. Checks stock numbers on materials. Assist residents that visit the office. Operates radio in dispatching maintenance trucks. Prints, files, and posts work orders; checks over time on work orders; maintains time cards for Maintenance Department. Clears end-of-the-month reports and sends faxes to the City of High Point for permits. Process work order requests and dispatches work orders to appropriate regional or housing asset manager. Maintains work order log.

Minimum Training and Experience: High school diploma or GED; supplemented by up to one (1) year previous experience and/or training involving general business, typing, public relations, computer skills, and data entry; or any equivalent combination of education, training, and experience

Special Requirements: Must possess a valid driver's license issued by the State of North Carolina.

POSITION: Maintenance Technician III
DEPARTMENT: Asset Management
APPLICATION DEADLINE: Until Filled

GENERAL STATEMENT OF JOB: Under direction of Senior Property Manager (SPM), leads the maintenance crew of a residential cluster at HPHA. Crews are involved in the troubleshooting and repair and replacement of structural, plumbing, and electrical components of the housing units including some painting and routine and preventive maintenance. Recommends to SPM the use of outside contractors for some projects. Maintains records and prepares reports in accordance with regulations. Coordinates with SPM the work of a maintenance crew engaged in the maintenance and repair of housing units. Performs maintenance tasks and provides SPM with recommendations as needed. Performs a wide variety of electrical, plumbing, carpentry, and preventive maintenance tasks, as needed. **Requires on-call duty to include varying hours, holidays and night call.**

QUALIFICATIONS:

1. Associate Degree in building science, engineering, or closely related field plus five years of building or apartment maintenance work that included two years of advanced maintenance experience, or an equivalent combination of education and experience.
2. Knowledge of HUD regulations regarding housing quality standards and other maintenance related standards
3. Knowledge of the High Point Housing Authority (HPHA) policies and procedures
4. Knowledge of the physical layout of the site properties
5. Knowledge of building and grounds maintenance, including standard practices, methods, tools, and materials, of electrical, plumbing, HVAC, painting, carpentry, and groundskeeping
6. Knowledge of safety rules, including accident causation and prevention
7. Knowledge of occupational hazards and appropriate safety precautions
8. Ability to analyze information from inspections in order to determine the maintenance needs, and the quality of maintenance services provided
9. Ability to develop plans, and procedures for efficient and timely completion of work
10. Ability to maintain records in an orderly fashion
11. Ability to communicate effectively orally and in writing
12. Ability to establish and maintain effective working relationships with supervisor, co-workers, residents, contractors, and the general public
13. Ability to prepare recommendations and reports, as required
14. Ability to read, understand and work from sketches and blueprints
15. Ability to understand oral and written instructions
16. Other: Valid North Carolina Driving License with good driving record
Ability to drive pickup truck and van
Insurable

NOTE: Satisfactory completion of written and oral tests of maintenance skills required.

POSITION: Maintenance Tech II
DEPARTMENT: Asset Management/Operations
APPLICATION DEADLINE: Accepting applications for review and future needs

GENERAL STATEMENT OF JOB: Responsible for performing a variety of semi-skilled and skilled structural, plumbing, and electrical building maintenance work at a HPHA site. Work involves as repair and replacement of items such as windows, doors, roofs, gutters, cabinets, walls, ceilings, toilets, faucets, water lines, electrical outlets, and light fixtures. Also does preventive maintenance. Requires on call duty to include varying hours, holidays and night calls.

QUALIFICATIONS:

17. Ability to read and write in English
18. Three (3) years' of building or apartment maintenance experience or an equivalent combination of training and experience
19. Knowledge of Housing Authority policies and procedures
20. Knowledge of the physical layout of the site properties
21. Knowledge of basic principles of building maintenance, including standard practices, methods, tools, and materials
22. Knowledge of general building maintenance including carpentry, electrical, and plumbing
23. Knowledge of local and state building codes, and OSHA work practices
24. Knowledge of safety rules, including accident causation and prevention
25. Knowledge of occupational hazards and appropriate safety precautions
26. Ability to communicate effectively orally and in writing
27. Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public
28. Ability to understand oral and written instructions
29. Ability to use maintenance hand and power tools for building and grounds maintenance
30. Ability to complete work order forms in accordance with established procedures
31. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner
32. Ability to establish and maintain records, such as work orders and parts inventory
33. Other: Valid drivers license and good driving record
Ability to drive pickup truck and van
Insurable

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (5-50 pounds)

POSITION: Maintenance Tech I
DEPARTMENT: Asset Management/Operations
APPLICATION DEADLINE: Accepting applications for review and future needs

GENERAL STATEMENT OF JOB: Responsible for performing a variety of grounds and building maintenance tasks such as cleaning, setting up rooms for events, removing debris, changing light bulbs, replacing paper products in bathrooms, and other tasks that increase the attractiveness of buildings and grounds at HPHA sites. May assist others in structural, plumbing, and electrical maintenance under close supervision. **Requires on call duty to include varying hours, holidays, and night call.**

QUALIFICATIONS:

34. Ability to read and write in English plus six (6) months' of building and grounds maintenance experience, or an equivalent combination of education and experience.
35. Knowledge of the Housing Authority policies and procedures
36. Knowledge of the physical layout of the site properties
37. Knowledge of building and grounds maintenance methods, including standard practices, tools, and materials
38. Knowledge of the products and equipment used in cleaning and general maintenance of apartments and buildings
39. Knowledge of general building maintenance including carpentry, electrical, and plumbing
40. Knowledge of safety rules, including accident causation and prevention
41. Knowledge of occupational hazards and appropriate safety precautions
42. Ability to communicate effectively orally and in writing
43. Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public
44. Ability to understand and follow oral and written instructions
45. Ability to use maintenance hand and power tools for building and grounds maintenance
46. Valid North Carolina Driving License and good driving record; ability to drive pickup truck and van; insurable

NOTE: Satisfactory completion of written test of maintenance skills required.

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (5-50 pounds)

HOW TO APPLY: * COMPLETE THE APPLICATION AND SUBMIT WITH RESUME TO: DIRECTOR OF HR, HIGH POINT HOUSING AUTHORITY, P. O. BOX 1779, HIGH POINT, NC 27261 – OR – * PICK UP AN EMPLOYMENT APPLICATION FROM THE HPHA OFFICE AT 500 E. RUSSELL AVENUE, HIGH POINT, NC 27260 AND SUBMIT WITH RESUME

– OR – *APPLICATIONS, RESUMES AND SALARY INFORMATION MAY BE SENT VIA INTERNET TO RMATTHEWS@HPHA.NET.

-- OR --

* APPLY ONLINE AT [HTTPS://WWW.HPHA.NET/EMPLOYMENTAPPLICATION.PDF](https://www.hpha.net/employmentapplication.pdf) ALWAYS INCLUDE SALARY HISTORY AND REQUIREMENTS. A COMPLETED APPLICATION IS REQUIRED FOR CONSIDERATION.