DIRECTOR OF HOUSING OPERATIONS

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Thorough knowledge of the relationship of PHA’s to other federal, state, and local jurisdictions and their abilities to provide funds or other support to the Agency. Thorough knowledge of the principles, techniques and practices of subsidized housing management including organization, management, maintenance, and operation of subsidized units and Section 8 Housing Choice Voucher program; federal, state, and local housing regulations and operating requirements; and the ability to apply that knowledge to perform the essential functions of the position. Thorough knowledge of Housing Choice Voucher eligibility and rent calculation requirements, as required by HUD and Housing Quality Standard (HQS) Inspection Program. Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry. Thorough knowledge of Agency operating policies and procedures, pertinent HUD regulations, and federal, state, and local laws and regulations pertaining to public housing authorities. Thorough knowledge of the modern principles, practices, and techniques of personnel management, training, goal setting, and performance evaluation. Thorough knowledge of procurement regulations and OSHA requirements. Requires strong interpersonal, oral, and written communication skills; the ability to effectively communicate and interact with individuals of varying social, cultural, economic, professional, and educational backgrounds including the ability to act with tact, good judgment, and discretion; and to maintain the confidentiality of matters as appropriate. Thorough knowledge of the modern principles, practices, and techniques of budgeting and accounting, and of the function and operation of the construction industry.

Must be able to establish and maintain effective working relationships with subordinates, co-workers, and persons outside the Agency. Ability to accurately and completely document in writing appropriate events and activities. Ability to plan, direct, and supervise the work of others, to delegate responsibility and authority, and to hold subordinates accountable for tasks assigned. Ability to read and comprehend moderately complex material. Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness. Ability to operate appropriate Agency computer equipment and software packages. Knowledge of housing management and occupancy issues and requirements; Low-Income Housing Tax Credit program. Knowledge of principles, practices, rules and regulations of HUD Project Based Rental Assistance Program. Knowledge of real estate acquisition. Knowledge of intermediate level computer applications, including spreadsheet software applications. Ability to plan, organize, direct and coordinate work in a manner conducive to full performance and manage multiple projects simultaneously. Ability to analyze, interpret and prepare a variety of
comprehensive reports of moderate complexity, including financial reports. Ability to comprehend and interpret complex rules, regulations and laws, and explain them to subordinate staff. Ability to establish and maintain effective working relationships with others. Ability to communicate complex ideas clearly and effectively, orally and in writing; and speak effectively before groups of different social and economic backgrounds with patience and professionalism.

MINIMUM QUALIFICATIONS: Bachelor’s degree in Business, Public Administration, or a closely related field from an accredited college or university. Five (5) years of relevant, progressively responsible administrative, supervisory, managerial or closely related duties involving administrative and/or operational duties with a federally assisted or public housing Agency/property management company, or closely related responsibilities in other similar fields or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

SALARY: $78,000

MAINTENANCE LABORER

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: General knowledge of building maintenance. Basic understanding of care of lawns, shrubbery and trees. Ability to operate gasoline-driven equipment, such as power mowers and light trucks. Ability to read and understand written instructions. Ability to follow oral instructions. Ability to work in hazardous and unpleasant conditions, such as rain storms, infested spaces, cold and heat. Ability to lift heavy objects. Ability to do manual work such as digging and shoveling. Ability to work harmoniously and respectfully with staff, residents and the public, and communicate effectively with customers and employees in person or over the phone.

MINIMUM QUALIFICATIONS: High School Diploma or GED Equivalent—Six (6) months of related experience.

SALARY: $ 21,902.00

MAINTENANCE MECHANIC

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment. Knowledge of building construction practices and terminology. Knowledge of tools and methods used in a wide range of building maintenance work. Knowledge of occupational hazards and safety measures, including fire prevention. Ability to read schematics, prints or as-built drawings and troubleshoot problems. Ability to perform complicated building maintenance tasks of varying difficulty independently. Ability to understand and carry out oral and written instructions and direct the work of others, such as laborers and aides. Ability to work harmoniously and respectfully with staff, residents and the public, and communicate effectively with customers and employees in person or over the phone. Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places. Ability to lift heavy objects
into and out of trucks, or other carriers, stand for long periods, and see to read a variety of material. Must be able to lift, carry, push or pull light to moderately heavy objects. Must have dexterity of hands to operate hand and power tools.

**MINIMUM QUALIFICATIONS:**
- High School Diploma or GED equivalent
- 5 years of experience in multifamily maintenance.
- Certification to work as an HVAC Technician.

**Salary:** $30,132.00

Applications may be submitted online or downloaded from our website at [www.prichardhousing.com](http://www.prichardhousing.com). Completed applications should also include a cover letter and resume. Fax or email applications will NOT be accepted. No phone calls. Only qualified applications will be considered.

The Housing Authority of the City of Prichard (HACP) is subject to HUD Section 3 hiring requirements; is an Equal Opportunity and “At Will” Employer; E-Verify participant; and Drug-Free Workplace. HACP abides by the requirements of 41 CFR 60-741.5(a) which prohibits discrimination against qualified individuals on the basis of disability or protected veteran status; and Title VII of the Civil Rights Act. Pre-employment physical and drug screen required for new hires.