

## **DIRECTOR OF BUILDING FACILITIES**

The Beverly Housing Authority is presently accepting resumes for the position of Director of Building Facilities. This is an executive level professional hands on management position. Responsibilities include but are not limited to; Administration and operation of all aspects of the maintenance of approximately 640 public housing units within an established budget, including the day to day supervision and development of 6+ Maintenance personnel. Review and update maintenance plan focusing on Federal REAC inspections and state PMR evaluations with an emphasis on preventive maintenance. Knowledge of a work order delivery system.

**Qualifications:** Minimum of bachelor's degree and five years of experience in management of Public Housing Maintenance OR Associates Degree and six years of experience in management of Public Housing Maintenance OR eight years of experience in management of Public Housing Maintenance. Must have five years' supervisory experience in Public Housing Maintenance with the ability to supervise, train, evaluate and motivate others in the specifics of building maintenance and repair. Must have extensive knowledge of building construction and maintenance principles. Ability to perform administrative duties and capacity to deal with Federal, State and Local Officials is mandatory. Must have the ability to read and understand blue prints, engineering drawings and technical specifications. Working knowledge of all building management sub-systems, such as plumbing, heating, gas, electrical systems, etc. is required. PHM, MCPPO and related licenses preferred.

Valid MA driver's license is required.

Applicant must pass physical and Cori requirements.

**Salary Range:** The starting salary will be commensurate with experience and qualifications. A full range of benefits is offered in accordance with the BHA personnel policy.

Applicants should submit a cover letter, outlining their specific qualifications along with resume to Susan L. Carleton, Executive Director, Beverly Housing Authority, 137R Bridge Street, Beverly, MA 01915 or email to [executivedirector@beverlyhousing.net](mailto:executivedirector@beverlyhousing.net). Resumes should be received no later than 12:00PM on February 8, 2019.

BHA is an Equal Opportunity/Affirmative Action Employer