



Harrison Metropolitan Housing Authority
 82450 Cadiz-Jewett Road
 P.O. Box 146
 Cadiz, Ohio 49307
 (740) 942-8372 | www.harrisonmha.com

The Metropolitan Housing Authority is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, military status or other unlawful characteristic except where such criteria constitutes a bona fide occupational requirement.

Employment Application

Even if you are submitting supplemental information with your application, all information on this Application must be completed in order for your Application to be considered. This application will remain effective for 30 days. If you have not been contacted within 30 days and wish to be considered for employment, you must complete another application.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Full-time/ Part-time/
 Seasonal/ Other: _____ Desired Rate/Salary: \$ _____

Position Applied for: _____

Are you legally eligible to work in the United States? *Proof of Citizenship or Immigration Status will be required upon employment.*

YES NO

Do you have a valid driver's license? YES NO

Have you ever worked for us before? YES NO If yes, when? _____

Do you have any friends/relatives currently employed here? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Licenses, Registration, Certifications and Special Equipment

Upon employment, copies of all licenses/certifications required for the position must be provided.

List all applicable licenses, certifications, and/or registrations held: _____

List any special equipment, tools or machines you can operate: _____

Disclaimer and Signature

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and obtain employment with the Metropolitan Housing Authority is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from service, whenever it is discovered.

I give the Metropolitan Housing Authority the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the Metropolitan Housing Authority in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, the Metropolitan Housing Authority, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the Metropolitan Housing Authority, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment criminal background check, physical, and/or drug and alcohol screen. I also understand that Ohio Revised Code 3735.311 provides that individuals who have plead guilty and/or been convicted of a felony as defined by R.C. 109.511 are disqualified from being considered for a member of the police force of the Metropolitan Housing Authority. For other positions, applicants with criminal conviction(s) will undergo an individualized assessment before being excluded from consideration.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with the Metropolitan Housing Authority is of an “at will” nature, which means that I am free to resign at any time and the Metropolitan Housing Authority reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to, hours, benefits and salary are subject to change by the Metropolitan Housing Authority at any time. I understand that no representative of the Metropolitan Housing Authority is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Executive Director of the Metropolitan Housing Authority.

DO NOT SIGN UNTIL YOU READ THE PROCEEDING APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

If this application leads to employment, I also understand that any false or misleading information in my application or interview will subject me to immediate removal.

Signature: _____ Date: _____



Maintenance & Capital Improvements Director

REPORTS TO: Executive Director
Operations Director

SUPERVISES: Maintenance Staff

PURPOSE: The Harrison Metropolitan Housing Authority (HMHA) is seeking a highly qualified and motivated individual for the position of Maintenance and Capital Improvements Director. This key leadership role is responsible for overseeing the maintenance department, managing capital improvement projects, coordinating construction efforts, maintaining HMHA online presence, and preparing for future responsibilities as the potential Executive Director of the Housing Authority.

I. ESSENTIAL TASKS OF THE POSITION: *(The following are intended to be illustrative, not all inclusive:)*

1. Supervision and Leadership:

- Provide effective leadership to the maintenance department, fostering a positive and collaborative work environment.
- Supervise a team of maintenance professionals, ensuring efficient and high-quality performance in all tasks.
- Conduct regular performance evaluations and provide constructive feedback to staff.
- Prepares estimates of time, labor, and material costs to include HMHA furnished materials and equipment.

2. Capital Improvement Projects:

- Develop and implement a strategic plan for capital improvements in line with the Housing Authority's goals and objectives.
- Provide project management oversight for capital improvement initiatives, ensuring timely and within-budget completion.
- Collaborate with external contractors, architects, and other stakeholders to facilitate successful project outcomes.

3. Construction Coordination:

- Coordinate construction efforts for various projects, ensuring compliance with relevant regulations, codes, and standards.
- Oversee the bidding process for construction contracts and select contractors based on merit and cost-effectiveness.
- Monitor construction progress, addressing any issues or delays promptly.

- Directs and supervises contractors in the construction, renovation, modifications, and repair of HMHA properties.
4. Policy and Procedure Development:
- Develop and update policies and procedures related to HMHA provided services to ensure consistency in programs.
 - Ensure compliance with local, state, and federal regulations in the development and implementation of policies.
5. Training and Support:
- Design and implement training programs for personnel to enhance technical skills, safety awareness, and adherence to policies.
 - Foster a culture of continuous learning and professional development within the maintenance department.
6. Training for Executive Director Role:
- Engage in comprehensive training and mentorship programs with the goal of assuming the role of Executive Director in the future.
 - Collaborate with the current Executive Director to gain a deep understanding of the Housing Authority's operations, policies, and community relationships.
 - Stay informed about industry best practices, regulations, and trends to prepare for executive leadership responsibilities.
7. Budget Management:
- Develop and manage budgets for maintenance and capital improvement projects.
 - Monitor expenditures, identify cost-saving opportunities, and ensure financial accountability.
8. Community Engagement:
- Cultivate relationships with community stakeholders, including residents, local businesses, and organizations.
 - Act as a liaison between HMHA and the community, addressing concerns and fostering a sense of partnership.
 - Oversee the development and maintenance of the HMHA official website, ensuring content is accurate, up-to-date, and aligned with organizational goals.
 - Collaborate with relevant programs to gather and update social media content regularly.

II. SECONDARY POSITION TASKS:

1. Performs duties as assigned by the Executive and Operations Director.
2. Working knowledge of the principles, theory, and methods of executive level management.
3. Ability to establish and maintain effective working relationships with staff members, and regulatory agency administrators.
4. Works on, researches and completes special projects, as assigned.
5. Performs other duties, as assigned.
 - a. May perform duties of other employees in their absence.

III. POSITION REQUIREMENTS AND QUALIFICATIONS:

A. Education & Experience:

1. Bachelor's degree in business administration, Public Administration, Leadership, Construction Management, or a related field.

B. Experience in related field:

1. Proven experience in maintenance management, capital improvement projects, project management, resource management, or construction coordination.
2. Strong project management skills with a history of successful project completion.
3. Excellent leadership and team management abilities.
4. Knowledge of public housing policies, regulations, and industry best practices or proven ability to learn and apply knowledge.
5. Effective communication and interpersonal skills.
6. Expert Knowledge of the Microsoft Suite (Word, Excel, Outlook, etc.)
7. Any equivalent combination of acceptable education and experience may be considered.

C. Desired Attributes:

1. Visionary and strategic thinking with a focus on long-term goals.
2. Ability to adapt to a dynamic and evolving work environment.
3. Commitment to community service and affordable housing initiatives.
4. Demonstrated ethical conduct and integrity.

D. Knowledge, skills, abilities, licenses, and certifications:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, using some other combination of skills and abilities.

1. Business English, punctuation, arithmetic, and spelling; proven written and verbal communication; filing and recordkeeping; agency policies and procedures; housing occupancy policies intake, eligibility, and rent calculation.
2. Computer workstation operation and data entry; effective telephone skills; use of Microsoft Office or similar business software; general office skills; general customer service and working with the public, interpersonal skills; handling multiple tasks and organizing tasks for timely completion under minimal direction.
3. Learn and follow regulations; policies and procedures of the Housing Authority; maintain confidentiality of participants and landlords; work harmoniously with other employees; work with diverse ethnic and low-income families in a professional manner under constantly changing circumstances;

E. Physical Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is regularly required to sit (including for prolonged periods at a computer screen), walk, stand, drive on surface streets, climb up and down stairs or ladders, bend, kneel, crouch, twist, squat, stoop, push, pull, smell, and reach with hands and arms.
2. Work requires grasping, fingering, feeling, repetitive hand movement, and fine coordination in operating tools, equipment, or controls, standard office equipment, a personal computer, and/or a motor vehicle.
3. The employee must frequently lift, carry, and/or move objects and/or materials weighing up to 50 pounds in the performance of daily job duties.
4. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly, both in person and by telephone.
5. Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communication, and/or to make fine distinctions in sound, both in person and by telephone.

6. Visual acuity is required with or without correction for close vision, distance vision, depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

F. Work Environment:

1. While performing the duties of this position, the employee generally works indoors in a typical office environment; some work will be performed outdoors in seasonal temperatures and various weather conditions where the employee may be subject to extreme cold, extreme heat, noise, vibration, hazards, fumes, dust, airborne particles, atmospheric conditions, and oils.
2. Noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises; noise level may be moderate to loud when in an outside work environment.
3. Employees may travel to other locations to perform sitework or attend meetings.
4. An employee in this position may be required to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, hearing protection devices, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

G. Work schedule:

This is a salaried position. Requires the ability to be available during non-traditional work hours; however, must be able to maintain established work hours and provide a minimum of 32 hours weekly.

H. Equipment Used:

Must be proficient in Microsoft Office, and operating office equipment within the function of the position.

IV. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:
 - a. Ability to apply principles of logical thinking and to define problems.
 - b. Ability to collect data, establish facts and draw valid conclusions.
 - c. Ability to solve practical problems and deal with a variety of concrete variables.
 - d. Ability to interpret a variety of instructions furnished in written, verbal or schedule form.

 2. Communication:
 - a. Ability to draft work related reports, documents and correspondence with proper format, punctuation, spelling, and grammar.
 - b. Ability to log in data and draft data summaries.
 - c. Ability to record and deliver information.
 - d. Ability to answer inquiries from others including residents/public.
 - e. Ability to converse with disgruntled residents and the general public.
 - f. Ability to record and deliver automated information and explain complex procedures.

 3. Mathematical:
 - a. Ability to deal with system of real numbers.
 - b. Ability to use practical application of fractions, percentages, and proportions.
 - c. Ability to compile, compute and present basic mathematical information within a framework of an automated informational system.

 4. Administrative detail:
 - a. Ability to complete forms; record and locate data accurately.
 - b. Ability to pay close attention to detail and accurately distinguish data.
- B. Manual:
1. Motor coordination:
 - a. Ability to accurately reach, feel or handle equipment used in daily routine.

 2. Finger dexterity:
 - a. Ability to pick, pinch or otherwise work with fingers to operate above equipment.

 3. Manual dexterity:
 - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment.
- C. Visual:
1. Near vision:

- a. Clarity of vision at 20 inches or less.
- 2. Mid-range vision:
 - a. Clarity of vision at distance of more than 20 inches and less than 20 feet.
- 3. Far-range vision:
 - a. Clarity of vision at distance of more than 20 feet.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified.

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted wherever possible.

I acknowledge receipt, review, and understand the requirements of this job description:

Employee's Signature: _____ Date: _____