

AUGUSTA HOUSING AUTHORITY

Position Description

Classification: Assistant Director of Facilities
Supervisor: Director of Facilities
Salary Grade: 9
Pay Class: Salary Exempt
Effective Date: June 2026

Position Summary

With general supervision from the Director of Facilities, the Assistant Director of Facilities in conjunction with the Working Foremen is responsible for the day-to-day operations of the Facilities Department. Duties include assisting the Director with planning and coordinating the activities of the Facilities staff. Setting priorities of regular and preventive maintenance and grounds care work. In the absence of the Director, the Assistant Director shall oversee all operations of the Department. Significant technical knowledge and judgment are required in formulating and interpreting plans, and in inspection and evaluation of work performed. Work is evaluated through observation of program effectiveness and efficiency, and by review of reports.

Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Responsible for all day-to-day maintenance and preventive routine maintenance operations.
2. Directly supervises the Site Personnel, Work Control Specialists, and Warehouse Staff. Provides general supervision to all other Facilities personnel.
3. Monitor work order completion, preventive maintenance programs, inspections, and unit turnover activities.
4. Ensure emergency maintenance services are properly staffed and administered.

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Director's initials

Employee's initials

Signed copy maintained in Employee File

23. Assists the Director with developing and implementing the Safety Program. Follows up with Foremen to assure safety practices are being observed.
24. Designated as the Authority's Energy Manager.
25. Assumes the responsibilities of the Director when absent.
26. Schedules and participates in off-shift and weekend coverage, as required.
27. Coordinates and works with all departments on special requests.
28. Works with outside agencies and contractors to assist in technical information and work.
29. Monitor contractor performance and compliance with contract requirements
30. Supervises the purchasing of supplies and equipment according to established policies and procedures.
31. Supervises the efficient management of the warehouse.
32. Performs related tasks as required.

Project manager responsibilities:

1. Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects in conjunction with the Planning & Development Department and/or Modernization Department.
2. Ensure that all projects are delivered on time, within the scope, and within budget
3. Ensure resource availability and allocation
4. Develop a detailed project plan to monitor and track progress
5. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
6. Measure performance using appropriate project management tools and techniques
7. Report and escalate to Department Head or Executive Director as needed
8. Perform risk management to minimize potential risks
9. Establish and maintain relationships with third parties/vendors
10. Create and maintain comprehensive project documentation
11. Meet with staff to take detailed descriptions and clarify specific requirements of each project or needs
12. Delegate project tasks based on staff members' individual strengths, skill sets, and experience levels
13. Track project performance, specifically to analyze the successful completion of short and long-term

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goals

14. Meet budgetary objectives and adjust project constraints based on financial analysis
15. Develop comprehensive project plans to be shared with staff as needed or relevant to that department

Supervisory Duties and Responsibilities:

1. Accomplishes departmental and agency goals through supervising staff as well as organizing and monitoring work processes.
2. Maintains positions by working with Director of Human Resources in recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
3. Accomplishes departmental development through coaching, counseling, performance management, and mentoring employees.
4. Providing progressive discipline when needed.
5. Plans, monitors, and appraises job results.
6. Conducts and/or arranges training through but not limited to one-on-one training, workshops, seminars or online training. Evaluates the comprehension of the training and the ability to apply training material.
7. Implements and enforces systems, policies, and procedures.
8. Fulfilling departmental and agency goals by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals or SOPs, and implementing new procedures.
9. Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
10. Provides quality service by enforcing quality and customer service standards.

Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
3. Knowledge of the practices and procedures employed in Housing Authority maintenance operations and administration.

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- 23. Excellent written and verbal communication skills.
- 24. Ability to respond to emergencies outside normal working hours when required. May be required to respond to after-hours emergencies, weather-related events, and critical maintenance situations.

Physical Requirements

Ability to maneuver and survey sites to conduct inspections. Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to bend, stoop, and kneel to gain access to work areas. Ability to work while standing for extended periods of time. Ability to move or carry objects more than 50 pounds with the assistance of a hand truck or additional persons as necessary.

Minimum Education, Training, and/or Experience

Graduation from an accredited college or university with a minimum of three (3) years of supervisory or management experience and a minimum of six (6) years' experience in facilities, apartment, or building maintenance management; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

Special Requirements

- 1. EPA Universal Certification within 12 months of employment is preferred.
- 2. AB Operator Certification within 12 months of employment is required.
- 3. Possession of a valid driver's license.
- 4. Able to be covered under the Housing Authority's fidelity bond.

By signing this job description, I have read and understand the responsibilities listed. Failure to perform the duties as described could result in disciplinary actions that include but are not limited to termination of employment.

Signature _____ Date

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Director's initials _____ *Employee's initials*

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