



DISTRICT OF COLUMBIA HOUSING AUTHORITY

Vacancy Announcement

ANNOUNCEMENT PMO 19-08 (a)

(This announcement amends the Area of Consideration, Closing Date.)

Title: Maintenance Foreman	Department: Property Management Operations
Grade: SW-4749-10	Salary Range: \$61,247 pa - \$78,080 pa
Opening Date: 12-26-2018	Closing Date: Open Until Filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Supervises the maintenance and repair of the property's buildings, grounds, utilities, fixtures, interior and exterior structures, covering such trades as carpentry, plumbing, masonry, electricity, air-conditioning, plastering, roofing, painting, etc.;
- Ensures preventive maintenance and the performance of routine and emergency repairs at the property;
- Oversees the installation, modification, repair, troubleshooting and testing of new and existing systems, fixtures, controls and equipment;
- Uses building plans, blueprints, wiring diagrams, engineering drawings, electrical maintenance and repair manuals in order to determine the nature and extent of repairs required;
- Responsible for maintaining the property's grounds and common areas in a clean, safe and sanitary condition;
- Conducts and/or directs inspections;
- Performs other duties as assigned.

Qualification Requirements:

High School diploma or GED and at least six (6) years trade experience in maintenance mechanics work; with at least one (1) year in a leadership or supervisory capacity; or other qualifying combination of education and/or experience. Due to field responsibility, incumbent must possess a valid driver's license and be insurable in accordance with the Fleet Management Policy and Procedures Manual.

Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

Note: *Failure to respond to all ranking factors will eliminate you from consideration.*

Ranking Factor #1: Ability to interpret instructions, specifications, etc., (includes blueprint reading).

Ranking Factor #2: Comprehensive knowledge of all operational phases and maintenance requirements for carpentry, plumbing, masonry, electricity, air-conditioning, plastering, roofing, painting;

Ranking Factor #3: Ability to supervise employees engaged in trade and labor work in the maintenance of property building grounds and facilities;

(over)

Ranking Factor #4: Knowledge of materials for planning and performing the renovation, maintenance, and modernization of facilities.

Other Significant Factors:

- Applicants may be subject to criminal background, past employment and personal history investigations.
- This position **is not** a Collective Bargaining Unit, represented by AFGE Local 2725.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER