



# Choctaw Housing Authority

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P.O. Box 6088 • Choctaw, Mississippi 39350  
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*Serving Choctaw Communities in Mississippi & Tennessee*

## **JOB ANNOUNCEMENT**

POSITION: Maintenance Superintendent  
OPENING DATE: March 12, 2018  
CLOSING DATE: March 23, 2018  
SALARY: Negotiable  
SUPERVISOR: Executive Director  
JOB LOCATION: Choctaw Housing Authority, Choctaw, MS

Scope of Service: The Maintenance Superintendent is responsible for all the day-to-day operation of Choctaw Housing Authority Maintenance Department. The Maintenance Superintendent oversees the completion of all work orders for CHA. The Superintendent oversees all rental units within CHA and ensures that all maintenance repairs and routine upkeep is completed in a timely manner. The Maintenance Superintendent also trains and manages all subordinates (i.e. Maintenance Foreman, Clerk, Maintenance A's & B's, and any subcontractors) employed by Choctaw Housing Authority.

### DUTIES:

1. Supervise all Maintenance departmental staff and subcontractors employed by Choctaw Housing Authority.
2. Monitor work orders for completeness and efficiency.
3. Oversee budget and order materials, for both remodeling and maintenance of all CHA rental houses, while keeping cost of operating within budget.
4. Oversee the repairs generated by inspections of all CHA rental homes.
5. Monitor and control all inventory on both expendables and non-expendables.
6. Oversee maintenance and repairs on all CHA vehicles.
7. Perform field work, in coordination with the Maintenance Foreman.
8. In the absence of subordinate staff, must perform necessary duties of subordinates.
9. Prepare all related paperwork to document, record, and summarize work being performed.
10. Evaluates department personnel performance and occasionally counsels personnel; reports and institutes actions on promotion, retention, training, and various disciplinary actions.
11. Performs other related duties as required by Executive Director.

**"CHOCTAW SELF-DETERMINATION"**

## QUALIFICATIONS:

1. Advanced knowledge in heating, plumbing, electrical work and construction. Ability to read blue prints.
2. Advanced knowledge of materials and equipment used in building and maintenance of residential homes.
3. Advanced skills in the use of hand tools and air tools, etc.
4. Ability to deal with all problems arising in personnel, materials, and subcontractors whether in the office or in the field.
5. Ability to make repair estimates resulting from vandalism, fire damage, and house damage by nature.
6. Ability to adjust quickly in an environment with constant changing priorities.
7. General knowledge of office procedures and budgeting.
8. General knowledge of computer applications.
9. Ability to understand and follow oral and written instructions.
10. Strong customer service, communication, managerial, and organizational skills.
11. Builds positive working relationship with co-workers, clients, and community agencies.
12. Must have valid Mississippi Driver's License and be insurable.
13. Ability to represent CHA in a professional manner.
14. Ability to pass mandatory drug test at all times.

**Note: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of CHA to employ person(s) who are not member of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and the only when a Waiver of Native American Preference has been secured from the Board of Commissioners on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Board of Commissioners. The Board will exercise its discretion to do so only when a motion is made by a Board member to support such waiver and the Board is justified. A waiver to allow employment of a person who is not member of MBCI to employ a person, who is Native American outside the order of preference set forth in this Policy, can be made by the Board only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Board only has the right to approve or disapprove a waiver that has been requested by Executive Director, and has no right to direct, demand, or coerce any Executive Director or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**APPLICATIONS:** Applications must be picked up and submitted at Choctaw Housing Authority, 13660 Hwy 16 West, Choctaw, MS 39350.