

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SITE MANAGER - KIRYAS JOEL HOUSING AUTHORITY

TITLE #: 1613

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the general administration and supervision of a Public Housing complex. Work involves overseeing the maintenance of the buildings and grounds, purchasing supplies and equipment and records maintenance. Work is performed under the general supervision of the Executive Director and involves supervision of both employees and contracted services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts regularly scheduled inspections of buildings and grounds;

Assures heating and hot water equipment is in efficient working condition and arranges for repairs as necessary;

Purchases supplies and equipment as needed and prepares purchase orders in accordance with established purchasing practices;

Oversees contracted services such as major repairs, trash removal, groundskeeping and snow removal;

Maintains files and records;

Acts, with the Executive Director, in matters involving evictions, lease violations and special arrangements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record keeping and purchasing practices; working knowledge of the operation and maintenance of heating and ventilating equipment; working knowledge of buildings and grounds maintenance activities; ability to oversee the work of those engaged in buildings and grounds activities; ability to inspect and recognize areas in need of maintenance and repairs; ability to demonstrate a working proficiency in Yiddish; ability to communicate effectively; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credits at a New York State approved or regionally accredited college or university and one (1) year of experience in the management of a multi-unit housing complex or residential facility; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 3/02/98