

ASHEBORO HOUSING AUTHORITY

JOB OPENING: MAINTENANCE SUPERVISOR

December 17, 2025

If you would like to apply, please submit an Employment Application to Mike Allred, Director of Maintenance
mallred@asheboroha.org

Open Until Filled

Position Description

Summary

The primary purpose of this position is to assist the Maintenance Director by supervising the Authority's maintenance activities. The incumbent is also responsible for performing work related to a variety of mechanical and building trade categories, including: carpentry, painting, electrical, and plumbing and gardening. Starting Salary: \$45,900 - \$50,100.

All activities must support the mission, strategic goals, and objectives of the Asheboro Housing Authority ("AHA" or the "Authority") and its corporate subsidiaries.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Supervises the work of staff including: assigning, planning, and reviewing work, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing discipline.
- Assists the Maintenance Director in planning and scheduling subordinates' daily work assignments, monitoring and reviewing work, and ensuring that tasks are completed within appropriate timeframes.
- Answers questions and assists maintenance staff when technical problems arise, and inspects completed work.
- Conducts inspections of occupied housing units and of housing exteriors to identify repairs needed; performs repairs or assigns to subordinate staff.
- Prepares records, reports, and files, as requested by the Maintenance Director.
- Completes work orders by employing a variety of maintenance skills, such as gardening, carpentry, painting and plastering, electrical repairs, and plumbing work.
- Changes filters in heating and air systems.
- As needed, performs repairs on sewer lines and/or water lines.
- Provides technical assistance to the Maintenance Director regarding the formulation and implementation of maintenance processes and procedures.
- Performs other duties as assigned.

Technical Skills: To perform this job successfully, the employee must be able to read work order and blueprints. Must have the ability to explain requirements to subordinates and to determine quality of work performed in accordance with work orders and plans. Must have the ability to learn computer software programs as required.

