

Job Posting

Housing Authority of Florence

Director of Facilities Management

The Housing Authority of Florence is seeking a dynamic, results oriented professional with strong leadership skills, keen ability to relate and work effectively with a wide, diverse spectrum of individuals and groups. To be responsible under the direction of the Executive Director for the overall design and construction and/or renovation of property under management of the Housing Authority of Florence including but not limited to new construction, modernization work, Maintenance Department oversight, Capital Fund Grants, etc. Director of Facilities Management is a senior executive-level position that is expected to exhibit positive leadership and high ethical standards that could be emulated by staff and colleagues. Other duties include but not limited to: program administration, regulatory policy interpretation and compliance, supervision of staff, development of policies and procedures, HUD requirements, development and management of Capital Fund budgets, Physical Needs assessments (PNA), Energy Audits, Utility Allowance Consumptions, property insurance claims, limited ADA Coordinator assistance, contract administration and procurement.

- **Requires advanced course work in drafting, construction, budgeting and construction field trades supplemented by a minimum of five to seven (5-7) years experience in building trades work including work in an administrative capacity or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.**
- Extensive senior level supervision and administration is preferred.
- **Must have knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, models, materials, methods, and tools involved in the construction and/or repair of houses, buildings, or other structures.**
- **Architectural mechanical and computer assisted drafting skills with specification writing and material take-off experience.**
- **Knowledge of relevant Public Housing/HUD policies, procedures and regulations. Knowledge of applicable federal, state and local building codes.**
- **Good Oral/Written Communication skills a must. Strong Computer skills (i.e. Microsoft Office Package).**
- Must have valid Driver's License. The Housing Authority offers a great benefit package.

This position will require a background investigation and drug screen. Applications must include: Reasons for leaving previous positions and salary history. Open until filled. Send application/resume to: Housing Authority of Florence, Human Resources, P. O. Drawer 969, Florence, SC 29503; email: cwilloughby@hafsc.org EOE

August 13, 2024