



Long Branch Housing Authority (“LBHA”) is a public housing authority, overseen by an independent Board of Commissioners (the “Board”). The mission of LBHA is to provide quality, affordable housing to low-income families and seniors, while promoting self-sufficiency and economic development within the community.

Job Overview:

We are looking for an experienced and highly qualified Facilities Director. The successful applicant will primarily assist in managing properties owned by the Long Branch Housing Authority in Long Branch, New Jersey. Reporting to the Executive Director, the Facilities Director will lead and manage our maintenance team, ensuring our properties maintain the highest standards of quality, safety, and resident satisfaction. This leadership role combines hands-on property management, administrative responsibilities, and vendor coordination to ensure the smooth functioning of all maintenance operations.

Key Responsibilities:

Team Leadership & Direction:

- Lead, supervise, and train all maintenance staff to ensure they perform job duties efficiently while delivering exceptional service to residents.
- Manage the scheduling and completion of all service requests to guarantee a timely and effective resolution.
- Perform random quality control inspections on completed work orders.
- Ensure vacant unit turnover are completed at the highest standards within established timelines.

Property Maintenance & Inspections:

- Oversee the upkeep of all common areas, grounds, and mechanical systems, ensuring everything is maintained in top condition.
- Conduct regular inspections with agency partners and manage the remediation of any violations or maintenance issues.
- Perform routine preventative maintenance for property systems and facilities to extend their lifespan and reduce unexpected issues.

Safety & Emergency Management:

- Inspect mechanical systems regularly, addressing any safety concerns immediately.
- Manage on-call scheduling in collaboration with the Site Managers, ensuring coverage for emergency maintenance needs and participating in a rotating on-call schedule for after-hours repairs.

Administrative Duties & Coordination:

- Process and track all maintenance requests from residents, staff, or site managers.
- Schedule and dispatch maintenance technicians or vendors for service and repair work.
- Maintain accurate records of maintenance activities, including invoices, service agreements, and work orders.
- Ensure compliance with company policies, safety regulations, and legal requirements in all maintenance tasks.
- Monitor and assist with maintenance budgets to ensure cost control and proper expense management.
- Draft, review, and maintain contracts for vendor services and maintenance agreements.

Vendor & Contractor Management:

- Coordinate with external vendors and contractors to obtain quotes, schedule work, and ensure timely delivery of services.
- Verify and process invoices for maintenance-related expenses, ensuring accuracy and compliance with agreements.
- Maintain up-to-date records of vendor contact information, service agreements, and performance standards.

Communication & Customer Service:

- Serve as the primary point of contact for maintenance-related inquiries from staff, residents, and vendors.
- Provide timely updates on the status of maintenance projects, ensuring transparency and effective communication.
- Address resident concerns and escalate issues to management when necessary to ensure resolution and satisfaction.

Inventory & Supplies Management:

- Track, order, and manage inventory of maintenance supplies, tools, and equipment required for daily operations.
- Maintain adequate stock levels to support timely repairs and service requests.
- Organize and maintain maintenance storage areas to ensure efficiency and accessibility.

Qualifications:

- Education: High school diploma or equivalent (associate or bachelor's degree preferred)
- Black Seal certified preferred
- Proven experience in property maintenance, preferably in a leadership role
- Prior experience in carpentry, plumbing, electrical work, and maintenance coordination
- Strong knowledge of building systems, mechanical systems, and safety protocols
- Excellent organizational, communication, and leadership skills

- Experience managing budgets, vendors, and maintenance teams
- Ability to troubleshoot and address maintenance issues promptly
- Ability to respond to on-call duties, including after-hour calls, and be on site within thirty-30 minutes of a bona fide emergency
- Knowledge of Fair Housing, Equal Opportunity, and Nondiscrimination laws and regulations
- Understanding of legal requirements applicable to the performance of all job-related functions such as Public Employees Occupational Safety & Health Act (“PEOSHA”) and National Standards for Physical inspection of Real Estate (“NSPIRE”)
- A high level of customer service orientation, with a focus on quality and efficiency
- Familiarity with property management software (e.g., Yardi or similar) and Microsoft Office Suite (Word, Excel, Outlook)
- Valid New Jersey driver’s license is required

Other Qualification:

- Must have never, at any time, been suspended, debarred, declared ineligible, or voluntarily excluded by the Department of Housing and Urban Development, the Department of Justice, the General Services Administration, the Internal Revenue Service, or any other federal agency or the Federal Government, and/or the New Jersey Department of Labor or any other state agency or the State of New Jersey
- Must successfully pass a background check
- Must provide relevant references

What We Offer:

- Salary range of \$75,000 - \$90,000
- Benefits package include:
 - Healthcare
 - Dental
 - Pension
 - Life Insurance
- Paid time off
- Flexible Fridays
- A chance to make a meaningful impact on the overall resident experience and property management

Application Process:

To apply, please submit a completed application (below), along with your resume, via email to jessicahr@lbhousing.org.

Additional Considerations:

- The LBHA will not consider any responses that are received after the deadline or otherwise improperly submitted, or that fail to include a completed employment application.
- The LBHA will provide a full job description to the applicants selected for an interview.

- The LBHA reserves the right to contact applicant references and to take any other action necessary to verify any information provided by the applicant.
- The LBHA reserves the right to reject any applicant who provides false or misleading information at any time during the application process.
- The LBHA reserves the right to conduct a background check (including criminal history, driving record, and/or credit history) at any time following the initial interview.
- The LBHA reserves the right to reject an applicant based on the results of a background check, in accordance with N.J.S.A. 40A:12A-22.2 and applicable LBHA policies.
- The LBHA reserves the right to conduct pre-employment drug testing.

The LBHA is an Equal Opportunity Employer.



Housing Authority of the City of Long Branch Employment Application

Applicant Information

Full

Name:

Last

First

M.I.

Street

Address:

Number

Street

Apartment/Unit #

City

State

ZIP Code

Mailing

Address:

Number

Street

Apartment/Unit #

City

State

ZIP Code

Phone:

Email:

Position Information

Position: Facilities Director

How did you hear about
this position?

Availability:

Were you referred by
an employee? Please
note their name here:

Would you be interested in temporary employment?

YES
☐

NO
☐

Do you possess any relevant licenses, certifications,
or registrations?

YES
☐

NO
☐

Identify: _____

General Information

Are you either a U.S. Citizen or an alien authorized
to work in the United States

YES
☐

NO
☐

Are you 18 years of age or older?

YES
☐

NO
☐

Do you possess a valid driver's license?

YES
☐

NO
☐

State:

Are you fluent in any other languages and willing
to communicate in those languages on the job?

YES
☐

NO
☐

Language(s):

Are you a veteran?

YES
☐

NO
☐

Branch:

Have you ever previously been employed by the Housing Authority of the City of Long Branch? YES ☐ NO ☐ Date(s): _____

Have you ever previously applied for employment with Housing Authority of the City of Long Branch? YES ☐ NO ☐ Date(s): _____

Are you related to anyone currently working for the Housing Authority of the City of Long Branch? YES ☐ NO ☐ Name and relationship: _____

Have you ever used any other name(s) different from the name listed above? YES ☐ NO ☐ Name: _____

Education

School Name and Address	Years Attended	Did you graduate?		Degree Received	Major
High School:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College or University:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Graduate School:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Other Formal Training:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Employment

Employer Name and Address	From (MM/YYYY)	TO (MM/YYYY)	Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Reason for Leaving
Job Title	Supervisor Name and Phone	Description of Duties		

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Job Title	Supervisor Name and Phone	Description of Duties		

May the Housing Authority of the City of Long Branch contact all previous employers / supervisors?

YES
☐

NO
☐

Exception(s):

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I understand that, in connection with my application for employment, the Housing Authority may conduct background check(s) regarding my criminal history, driver history, and all other relevant matters. I further understand that the Housing Authority may reject my application for employment based upon the results of any such background check(s).

I authorize my former employers to release any information they may have concerning my employment record and I release the Housing Authority, and all previous employers listed above from all liability whatsoever that may issue from securing this information. I further authorize representatives of the Housing Authority to verify any and all information contained in this application.

***I CERTIFY that the information on this application is complete and accurate, to the best of my knowledge.
I understand that any misleading or incorrect information may render this application void and be just
cause for immediate termination if employed.***

Signature: _____ Date: _____