



HOUSING AUTHORITY OF BREVARD COUNTY

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Job Title: Maintenance Planner & Dispatch - Housing Authority of Brevard County

Location: 1401 Guava Avenue/2477 Harry T. Moore Avenue

Job Type: Full-Time, Entry-Level

Reports to: Director of Public Housing

Salary Range: Dependent on Qualifications

Job Summary: The Maintenance Planner & Dispatch is a critical role within the Housing Authority of Brevard County (HABC), responsible for organizing and coordinating maintenance operations to ensure efficient service delivery. The position requires strong technical knowledge, organizational skills, and the ability to work effectively in a fast-paced environment. The Maintenance Planner & Dispatch plays a vital role in ensuring compliance with HUD NSPIRE guidelines and Public Housing Assessment System (PHAS) requirements.

Key Responsibilities

1. Maintenance Coordination:

- Plan, schedule, and organize maintenance operations to ensure timely and efficient service delivery.
- Receive and respond to maintenance requests from residents, prioritizing **work orders based on urgency and compliance requirements.**

2. Work Order Management:

- Create, track, and close work orders using Yardi software.
- Coordinate with inspectors to create, track, and close preventive maintenance work orders.
- Ensure accurate documentation and record-keeping within Yardi for compliance and reporting purposes.

3. Resident Communication:

- Serve as the primary point of contact for residents' maintenance-related calls.
- Assure timely and professional responses to maintenance issues.

4. Compliance Assurance:

- Ensure all maintenance activities align with HUD NSPIRE guidelines and PHAS standards.
- Conduct regular audits and follow-up to ensure compliance.

5. Team Collaboration:

- Work closely with the maintenance team and purchasing to allocate resources effectively.
- Monitor and track maintenance staff overtime hours, ensuring accurate reporting to the Director of Public Housing.
- Coordinate with the Director of Public Housing on operational priorities and updates.



Qualifications:

1. Experience and Knowledge:

- Proven experience with Yardi software for work order management.
- Strong understanding of building systems, architecture, and maintenance processes.
- Knowledge of HUD NSPIRE guidelines and PHAS requirements is preferred.

2. Skills:

- Excellent organizational and time-management skills.
- Strong problem-solving abilities and attention to detail.
- Effective communication and interpersonal skills.

3. Education:

- High school diploma or equivalent required
- Associate degree Facilities Management, Construction, Architecture, or Building Science is preferred.

Work Environment:

- This position is primarily based in an office environment, with occasional site visits to housing properties and project locations.
- Travel may be required for meetings and training.

How to Apply: Interested candidates should submit a resume and cover letter detailing their qualifications and experience. HABC is an equal-opportunity employer and encourages applications from diverse backgrounds.

