



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

November 7, 2025

The Housing Authority of the City of Pueblo has an opening for the position of: Maintenance Working Foreman.

This is a full-time exempt (annual) position with a starting rate of \$62,400.

Please review the attached job description and qualifications carefully before completing an application. There is a separate, shorter application available for currently active employees interested in this opportunity.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

Job posting will remain open for a minimum of 7 business days.

Date: 11/2019/*Revised 11/2025



Title: Maintenance Working Foreman

General Purpose

Performs supervisory, administrative and maintenance work of considerable difficulty involved in the maintenance of one or more housing developments and scattered sites. Involved in the planning and modernization (Capital Funds) to buildings and grounds including rodent and insect control. Performs other duties as requested by supervisor.

Supervisory Responsibilities

The Maintenance Working Foreman directly supervises and manages their assigned team of Groundskeepers, Maintenance Helpers, Maintenance Technicians and Painters while responsible for the successful management and direction of contractors and contracted labor working for the HACP.

Essential Duties & Responsibilities

- Plans, schedules and assigns maintenance work to maintenance staff; inspects work for progress and adherence to required standards and safety practices. Supervises work crews as needed.
- Assists and/or advises maintenance staff in the completion of technical jobs. If necessary, consult Property Manager. May conduct workshops and training classes within HACP and in cooperation with other agencies.
- Plans, organizes and implements programs for all types of maintenance, establishing maintenance objectives and priorities.
- Establishes training programs for maintenance personnel.
- Develops cost estimates for all maintenance programs and evaluates and estimates damage to HACP properties resulting from fire and other causes.
- Assists with designing contract work. Reviews plans and specifications for compliance with state and local codes. Establishes bid specifications in accordance with HUD regulations and guidelines. May inspect and approve or disapprove maintenance performed by contractors. May authorize payment only after all discrepancies and problems have been resolved.
- Assists in the preparation and submitting of various reports, recommendations, budgets, records and statistical information to the Executive Director, the Board of Commissioners, regulatory agencies and other concerned groups or organizations as required.
- Monitors work activity of subordinates by making spot checks of work in process.
- Along with Property Manager, discusses maintenance priorities and budget limitations with department supervisors, executive staff and residents. Monitors maintenance expenditures to stay within budget limitations.

- Develops procedures and controls for the various functional activities within their development/project.
- Receives tenant requests for maintenance work; maintains log of work orders through the computer system; checks time labor, and materials used on each job; completes work orders and responds to complaints from tenants having maintenance problems.
- Assures that workorders are completed in order of assigned priority, i.e., emergency 24 hours, urgent 48 hours, move-out 10 days, annual/HQS 25 days, move-in 5 days, 90-day, 5 days, weekly 7 days, special 7 days, routine 10 days, preventative maintenance 25 days.
- Inspects apartments move-outs and determines repairs needed to restore unit to HACP standards and completes tenant charges. Inspects vacant units within 7 days to assure the adequacy of repairs – takes pictures of damage.
- Inspects areas assigned for litter, safety, etc.
- Trains new maintenance employees as required.
- Performs routine maintenance involving grounds care, painting, carpentry, electrical, plumbing, heating and air conditioning work as required.
- Requisitions supplies and equipment and takes annual inventory, inspects items on receipt and ensures compliance with purchase requests by preparing and/or monitoring receiving tickets.
- Maintains ground care and other equipment in proper and safe running order.
- Notifies Director of Maintenance, Property Manager, Leasing Department and Inspectors of readiness of approval inspection.
- Prepare weekly, monthly and quarterly standard reports as required.
- Assists in writing maintenance procedures and guidelines.
- Maintains time and attendance records for maintenance staff. Schedules requested staff leave in such a manner as to insure adequate coverage of maintenance needs at all times.
- Responsible for seeing that HACP vehicles are properly maintained.
- Assists Property Manager in annual budget preparation and CGP funding applications. Rotates with other Maintenance Foreman and Director of Maintenance for on-call duty according to schedule.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Drivers' License in good standing required.
- High School Equivalency education, with demonstrated advanced training in leadership and management required.
- Demonstrated knowledge and experience working with relevant equipment, mechanical systems and machinery required.
- Relevant Maintenance related certification(s) such as HVAC, Electrical, Plumbing, Project Planning preferred.
- Demonstrated knowledge of maintenance in property management and tenant relations preferred.

General Knowledge & Qualifications

- Good knowledge of the modern methods, materials, and practices of the various trades including carpentry, plumbing, HVAC plumbing, air conditioning, heating, painting, grounds care, and electrical maintenance and repair.
- Good knowledge of maintenance, repair and installation methods, and of materials and equipment used in the repair of household appliances, furnaces and air conditioning, heating and boiler systems; methods, materials and equipment used in key making and lock replacement.
- Good knowledge of the methods, materials, and practices of pest control and grounds maintenance; pertinent HACCP operating policies and procedures and federal, state, and local laws and regulations, and various building codes.
- Some knowledge of the modern principles, practices and techniques of budgeting, bookkeeping and computer input.
- Good computer skills.
- Skill in reading blueprints, plans, and specifications and operating hand and power tools and equipment.

Materials & Equipment Used

- Standard office materials and equipment.
- Maintenance tools, machinery and other mechanical devices.

Working Environment & Physical Responsibilities

Required to operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping and lying prone. Regularly required to drive lightweight vehicles. Must occasionally push, pull and/or lift objects up to or in excess of 50 pounds. Works both indoors and outdoors and is exposed to extremes of weather and temperature. May occasionally be subject to electrical shock hazards, dangerous heights, heavy machinery and dangerous chemicals.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee within this classification.