



## Job Announcement

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

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March 9, 2026

The Housing Authority of the City of Pueblo has an opening for the position of:  
Operations Manager.

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

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](http://www.hapueblo.org)

Job posting will remain open for 7 business days.

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**Date:** 03/2026  
**Title:** Operations Manager  
**Status:** Full-time/Exempt-Salaried

### **General Purpose**

The Operations Manager performs both supervisory and administrative duties while coordinating, planning and overseeing the daily operations of projects and routine property maintenance while ensuring that employee time records and work orders in the software data systems are accurate to ensure that the goals and objectives of the department are achieved. This position provides administrative support to the Director of Maintenance and Facilities and as needed to the Working Foremen and Property Managers. This position serves as the main contact for work order accuracy and is responsible for correcting any errors and aligning payroll and other expense allocation to the correct project/property. The Operations Manager acts as a decision maker in the absence of the Director of Maintenance and Facilities.

### **Supervisory Responsibilities**

The Operations Manager directly supervises the Groundkeeper team, including routine supervisory activities involving performance evaluations, interviewing applicants, selecting new employees and performance management. This position assigns and reviews work orders to maintenance personnel and refers supervision to the appropriate Working Foreman.

### **Essential Duties & Responsibilities**

- Plans, schedules, assigns and evaluates all work assignments for groundskeeper staff. Supervises work crews as needed.
- Monitors quality of work activity of maintenance staff utilizing quality control processes and tenant satisfaction surveys.
- Receives and enters tenant requests for grounds and maintenance work; maintains log of work orders through the computer system; checks time, labor, and materials used on each job; completes and corrects work orders as needed.
- Responds to complaints from tenants having grounds and maintenance problems.
- Plans, organizes and corrects as needed the daily activities related to work orders.
- Responsible for following up on completed work orders and maintaining records for audits.
- Works directly with other departments throughout the agency to ensure successful production operations.
- Responds to tenant regarding maintenance, lease agreements and policies.
- Performs move-outs and updates deposit accounting in tenant management software.

- Scans invoice, assigns property allocations and submits them to the accounting department in a timely manner.
- Assists with budget preparation for operations unit.
- Assists with or prepares and updates organization operations manuals and policies.
- Manages vehicle inspections, insurance renewal documents and registration renewal.
- Receives, manages and processes work order requests and ensures problems are resolved quickly.
- Acts as liaison between the agency and outside contractors needed in the course of the maintenance work.
- Assists in drafting and implementing preventative maintenance schedules for buildings, grounds, and equipment.
- Responsible for scheduling property safety drills and monitoring accurate records of drills for audits, to include but not limited to fire drills.
- Other duties as assigned.

### **Licensure, Credentials & Experience**

- Valid Colorado Driver's License in good standing required.
- High school diploma or equivalent education required.
- Some further education or background in business administration, maintenance operations or expense allocation are preferred.
- Public housing, section 8 or affordable housing related accounting experience preferred.

### **General Knowledge & Qualifications**

- Strong organizational skills with analytical attention to detail.
- Financial acumen with ability to understand budget process and allocations.
- Ability to work independently and as part of a team.
- Strong customer service, communication, and ability to establish and maintain effective working relationships with external customers, investors and fellow HACF employees.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Ability to become familiar with HUD, tax credit and HACF program regulations.
- Ability to understand and adhere to policy, procedure, and regulations.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, primarily Excel, web-based applications and related property management software.

### **Materials & Equipment Used**

- Standard Office Equipment.

### **Working Environment & Physical Responsibilities**

- Primarily sedentary work at a workstation/desk.
- May involve physical exertion such as lifting to 15 pounds at times, bending, stooping, crouching and kneeling occasionally.
- Significant computer work involving ergonomic and eye strain.
- May involve driving around the Pueblo metro area frequently, and to regional agencies for partnership development and networking.
- Interacts with the public occasionally so may encounter difficult situations as well as interaction with threatening behaviors.

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 employees within this classification.