

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

Production Controller

Full-Time Position/Salary: Negotiable

MINIMUM QUALIFICATIONS:

Associates Degree or three (3) years equivalent experience in a manufacturing or production scheduling environment. Working knowledge of computer and web-based programs.

PREFERRED QUALIFICATIONS:

Five (5) years experience in production scheduling; extensive knowledge of standard production scheduling, shop policies, regulations, processes and procedures governing production control; must be knowledgeable of a wide variety of repair techniques and procedures; demonstrated knowledge of data collection, i.e. compiling information necessary for reports, maintaining production records, computer files and tracking work orders; must have analytical skills and advanced computer skills including Microsoft Excel and web based programs; knowledgeable of techniques, tools and machinery used in construction, building and grounds maintenance; demonstrated knowledge of customer relations such as proper telephone techniques and handling difficult customers; requires working knowledge of occupational hazards and applicable precautionary measures.

DUTIES & RESPONSIBILITIES:

Responsible for using judgment and experience to solve a variety of production problems i.e. collects "on demand or reaction maintenance" complaints, record data on input log, enter data into work order automated computer system, distributes printed work orders to appropriate maintenance crew, coordinates work load with Asset Managers. Dispatch emergency and/or urgent work as necessary via radio or telephone; coordinate routine work with the Asset Managers, maintain a record of all production data and provide reports as required. Track all work orders including preventive maintenance or scheduled maintenance projects by maintaining tub files and records depicting status of maintenance actions in process. Utilize the work order tracking system to schedule and monitor repair actions for a wide variety of structural components or sub-components; monitor work order-tracking system on its assignment of work order numbers and the use of priority designator for work orders; advise the Asset Managers when maintenance actions can be initiated by the repair crews. Ensure work orders are properly routed through the maintenance shop to Asset Managers, paint shop, engineers and maintenance sections daily. Provide work order updates and follow up on intra-shop maintenance requests. Coordinate the completion of work orders within the timeframes as prescribed by HUD; Asset Managers and/or Executive Offices. Produce and analyze weekly and monthly reports inclusive of work orders (open and completed) by AMPs/area, staff allocation, and productivity. Assesses and analyzes reports and resolves outstanding work items/productivity issues with Asset Managers or his/her designee.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=218345217>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 11/19/2018 – 11/28/2018

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer