

Housing Manager
List of Duties

THSP (AD-F)
Exception Position #3

This position is located within the AFS Branch of Logistics Operations, Housing and Food Services Section. The position is responsible for directly administering and managing the operation and utilization of the AFS barracks facility. The position primarily works independently from the Barracks Office while performing their duties as the Housing Manager and supervising a Custodial Staff of 1-4 employees.

Management

- The Section Chief makes assignments by defining functional responsibility and housing program and management objectives. The Housing Manager has responsibility for independently planning, and carrying out programs, projects, or other work.
- The Section Chief provides advice, assistance, and support in unusual and/or controversial situations.
- The Housing Manager plans and carries out assignments to completion in accordance with agency management procedures, local instructions, and accepted practices.
- The Housing Manager assigns work to the barracks staff based on priorities, selective consideration of the difficulty and requirements of the assignment, and the capabilities of employees.
- The work affects the efficiency of the installation's housing program and the availability of emergency response personnel.
- The work involves planning, scheduling, coordinating, and/or monitoring the operation, management, and efficient use of AFS barracks facilities and resources.
- The work involves treating a variety of occupancy related problems and evaluating the adequacy of services provided which affects the efficiency of barracks program operations and the living conditions of the persons housed

Duties

- The Housing Manager briefs tenants on barracks policy, and emergency fire/safety regulations. Conducts joint tenant-management inspection of quarters to evaluate cleanliness, appearance, furnishings, and equipment in assigned rooms.
- The Housing Manager conducts inspections, audits, and management reviews of onsite activities; identifies problems or deficiencies related to the major activity areas; recommends or implements appropriate corrective measures in such areas as maintenance, repairs, assignments, or furnishings and equipment; and follows up on findings to assure deficiencies are corrected.
- The Housing Manager coordinates the operation, maintenance, and utilization of barracks assets with other AFS organizations in order to assure timely maintenance, alteration, minor construction, painting, repairs, and inspections.
- The Housing Manager maintains liaison with local military police and fire protection authorities to assure adequate levels of service and response.
- The Housing Manager provides assistance to the AFS Branch of Fire Operations Duty Office.
- The Housing Manager participates in the processing of complaints and related investigations concerning barracks facilities and practices.