

The Jackson Housing Authority (JHA) – Jackson, TN is seeking an Assistant Facilities Director.

The Assistant Facilities Director supports the planning, organization, and administration of modernization and maintenance activities for the organization's housing, grounds, and utilities. Working under the direct supervision of the Director of Development & Facilities, this role assists with budgeting, reporting, contract administration, and oversight of maintenance operations. The Assistant Facilities Director helps identify facility needs, performs quality control inspections, coordinates vendor services, ensures compliance with safety standards and HUD regulations, and contributes to long-term capital improvement planning. This position also assists the purchasing and warehouse specialist, provides technical guidance, supports staff training, and helps maintain accurate data, records, and documentation to ensure efficient, compliant, and high-quality facility operations.

The successful candidate must possess a minimum of a bachelor's degree in engineering, engineering technology fields, or architecture required, or five years equivalent combination of education, training, and experience. Drug screen and criminal history check required. The starting pay is \$28.41 hourly and equates to \$59,083.64 annually.

How to apply: A cover letter, resume and three professional references may be mailed to Jackson Housing Authority, P.O. Box 3188, 38301 or emailed to mreid@jacksonha.com. This position is open until it is filled.