

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: \$33,958.00 - \$50,937.00

DUTIES & RESPONSIBILITIES:

The incumbent collects, tracks, and disburses all emergency, repetitive, or scheduled maintenance work orders; ensures timely communication between Administration and maintenance staff members, as well as Administration and public housing tenants regarding work orders; produces and analyzes work order and production reports; utilizes the work order tracking system to schedule and monitor repair actions for a wide variety of structural components or sub-components; monitors work order-tracking system on its assignment of work order numbers and the use of priority designator for work orders; advises the Asset Managers when maintenance actions can be initiated by the repair crews; ensures work orders are properly routed through the maintenance shop to Asset Managers, paint shop, engineers and maintenance sections daily; provides work order updates and follow up on intra-shop maintenance requests; coordinates the completion of work orders within the timeframes as prescribed by HUD; Asset Managers and/or Executive Offices.

EDUCATION AND EXPERIENCE:

Associate's Degree; or three (3) years equivalent experience in a manufacturing or production scheduling environment; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of a wide variety of repair techniques and procedures; Knowledge of housing authority equipment, supplies, parts, and tools; Knowledge of standard production scheduling, shop policies, regulations, processes and procedures governing production control; Knowledge of occupational hazards and applicable precautionary measures; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in collecting data, maintaining accurate and complete complex records, and generating computerized maintenance work order and production reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

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: 10/10/2025-10/20/2025

This position will remain open until filled

County Residency Required Within One Year of Employment
The Springfield Housing Authority is an Equal Opportunity Employer