

Southwestern Wisconsin Community Action Program, Inc.
Job Description
Job Title: Housing Coordinator --Rehabilitation

Exempt (Y/N): No

Location: Montfort

Supervisor: Housing Energy Program Manager

Prepared By: Phyllis Novinskie

Approved By: Wally Orzechowski

Salary Grade: 4

Department: Housing Energy

Date: 7/5/2017

Date:

SUMMARY: Coordinate residential rehabilitation projects as functional project supervisor. Involves frequent external contacts associated with contractor instruction and monitoring; and building and maintaining relationships with organizations in the community on behalf of SWCAP.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Assess units for needed repairs and prepare work orders to bring units into compliance with HUD and SWCAP housing quality standards;
Complete project work orders using Housing Developer Pro software, obtain project bids, and secure contracts for completion of work;
Complete loan and debt agreements;
Conduct interim and final inspections, obtaining required property owner authorizations and approvals
Process pay requests for contractors
Provide available information and referrals to other community services at direction of supervisor.
Attend conferences, training and workshops appropriate for the position.
Conform to all established procedures regarding confidentiality and documentation.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent; plus three years of experience in housing trades, residential energy conservation, residential building inspection or construction management;
Must have (or obtain) certification to conduct HUD Housing Quality Standards inspections;
Must have moderate proficiency with personal computers including the ability to create, edit and print word processing, spread sheet and data base documents, copy files, scan and email documents.

LANGUAGE SKILLS:

Ability to read and comprehend instruction of moderate complexity, short correspondence, and memos.
Ability to write effective communications,

Ability to effectively communicate information in one-on-one and small group situations.
Ability to hear and comprehend verbal instructions.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals and calculate percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Ability to think analytically and make decisions involving several concrete variables in standardized and unique situations.

Ability to solve practical problems.

OTHER SKILLS AND ABILITIES:

Ability to work with persons of diverse education, income, culture, and age levels.

Ability to travel independently with access to dependable, insured vehicle

Ability to plan and perform a sequence of operations.

Ability to visualize end results of several multi-faceted projects;

Ability to integrate own work with work of others subject to check and approval and coordinate work procedures to attain results within broad guidelines.

Ability to maintain confidentiality.

Possess Valid WI driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, or feel objects, tools or controls and talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is regularly required to stand, walk, climb, or balance and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Requires good visual acuity, ability to view & read computer screen for long periods of time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Requires ability to work outside regardless of conditions up to 8 hours per day and must tolerate wet, dust, fumes, noise, extreme hot, extreme cold, confined spaces and heights up to 50 feet. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.