JOB TITLE: Rehabilitation Construction Coordinator

SUPERVISION RECEIVED: Reports to and works under the general supervision of Weatherization Program Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Leading the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

POSITION SUMMARY:
Serves as coordinator, advisor, and monitor for the construction activities of the Housing Rehabilitation program. The Rehabilitation Construction Coordinator will travel throughout the tri-counties to meet with business contacts and clients.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as Illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples estimates are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform. The percentage numbers are averages and may vary.

1. Evaluate condition of home and repair needs. Develop a scope of work and coordinate with the client and contractor to ensure completion of the job. Determine what work can and cannot be accomplished through available programs (15%).
2. Provide technical assistance and program information to and from clients and contractors. Solicits program involvement from clients and contractors (5%).
3. Ensure contractors are licensed with Oregon CCB and have all required certifications for the job. Give initial and technical approval for contractor change orders using knowledge of current work and job site assessments (5%).
4. Conduct field evaluations for progress and final payments (10%).
5. Coordinate multiple and concurrent construction projects on sites throughout Linn, Benton, and Lincoln counties (10%).
6. File documents with State Historic Preservation Office for proposed projects on homes greater than 50 years old. Fit project to SHPO findings (2%).
7. Attend conferences and continuing education to maintain working knowledge of evolving policies and procedures of rehabilitation programs. Keep prospective clients and contractors apprised of the policies and procedures (2%).
8. Market CSC housing programs to the public, contractors, and prospective clients. Provide program information to clients, public officials, contractors, and the general public (4%).
9. Provide loan committee with information to help them make informed decisions about client’s needs and CSC’s ability to serve them (2%).
10. Acts as liaison between the homeowner and the contractor, resolving any issues that might occur. Involve CCB mediators when necessary (5%).
11. Review the job for completeness and document that all building permits are in order and finalized. Create reports for each project, which then become part of the construction contracts. Prepare, assemble, and submit documentation for approval of partial and final payments for construction work performed (20%).
12. Travel throughout work sites throughout Linn, Benton, and Lincoln counties (20%).
Agency Standards (whenever acting on behalf of employer)
13. Possess and maintain any CSC licenses and/or certifications that are required for job.
14. Maintain a professional and courteous manner.
15. Work harmoniously with employees, clients, and the general public.
16. Follow agency personnel and safety procedures.
17. Drive defensively to CSC office locations and community partners businesses or to client locations.
18. Consistently maintain a professional and courteous manner.
19. Maintain regular job attendance and adherence to working hours.
20. Accept and perform other work as assigned.

QUALIFICATIONS & REQUIREMENTS

KNOWLEDGE/EDUCATION: High school diploma. Extensive knowledge of building trades (plumbing, electrical, carpentry, HVAC, and how each impact on another). Thorough knowledge of building codes (Federal, State, and Local), or any combination of education and experience that meets the minimum qualifications. Demonstrated ability to perform the following skills:
1. Effectively communicate in verbal and written formats.
2. Perform complex math calculations up to high school geometry and algebra courses.
3. Strong problem solving skills.
4. Complete and review construction contracts
5. Operate Microsoft Office programs (Outlook, Excel, Word)

EXPERIENCE:
1. One year, Carpenter’s Helper / Tradesman Apprentice: Basic knowledge of construction and jobsites
2. Two years, Residential Carpenter / Journeyman: Gain specific expertise on the processes of building homes.
3. One year, General Contractor or Project Manager: Have experience with construction scheduling. Knowledge of construction contracts. Gain client management skills.

SPECIAL REQUIREMENTS:
Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.
Possess and maintain Oregon driver’s license and proof of OR liability Insurance. Obtain and maintain LEAD SAFE WORK PRACTICES, OSHA 10, and Mold Certification acquired within 12 months of employment. Must have held a contractor’s license. Expired license is acceptable. Energy Auditor Certification is desired.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS
The work environment and working conditions described here are representative of those that are typical of the job and 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 the essential functions.
1. Working conditions: 50% of time will be spent in an office or good working conditions. 25%, exposure to dust, dirt, mud, weather, noise requiring hearing protection, fumes, and cramped, dirty and dark spaces and homes to evaluate projects.
2. Driving: 20% of time will be spent around any number of elements while traveling to job sites throughout Linn, Benton and Lincoln Counties (4200 sq. miles).
3. Physical Demand (% of Total Work Time): Lifting: under 5 lbs: 10%; 5-25 lbs: 3%; 25-60 lbs: 1%; 60 lbs: < 1%; max pounds: 60 < 1%.
4. Mental/Visual Demand: Continuous: Constant alertness or activity that requires hand/eye coordination.
5. Equipment & Tools Usage During Work Period: Ladder, 3%; Camera, 3%; Computer, 29%; Phone, 40%.

I certify that I have read, understand, and can perform the essential responsibilities assigned to this position.
Employee Signature: ________________________________
Printed Name: ________________________________ Date: ________________________________