



## Housing Rehabilitation Coordinator (PT)

**Position Purpose** The Housing Rehabilitation Coordinator manages housing rehabilitation projects for low-income homeowners in ECICOG's six county region, ensuring that work meets specifications and grant requirements. The position may also provide nuisance enforcement on behalf of local communities. The Housing Rehabilitation Coordinator reports to the Housing Director. This part-time position works 20-28 hours each week.

### Responsibilities

1. Coordinates housing rehabilitation projects
  - Working with homeowners, inspects existing homes, buildings, and/or building sites to determine project scope within grant or program requirements.
  - Writes project specifications, based on initial inspections and according to applicable construction codes and standards.
  - Coordinates construction bidding process and awards contracts
  - Monitors progress of construction and verifies that work is completed according to specifications and applicable construction codes and standards.
  - Conducts lead-based paint risk assessments and clearance inspections.
  - Completes necessary grant or program documentation.
2. Coordinates nuisance enforcement activities on behalf of local communities
  - Reviews city code requirements and conducts community inspections from vehicle to identify violations.
  - Sends enforcement letters and conducts follow-up inspections to ensure that issue is resolved.
  - Educates homeowners on code requirements and adjusts compliance timelines when necessary due to mitigating circumstances.
  - Provides written summary of enforcement activities to local community.
3. Supports general housing team activities
  - Responds to phone and email program inquiries.
  - May assist with determining program eligibility and conducting income verifications.
  - Attends meetings with partner agencies, local communities, homeowners and developers as required.
  - Assists with other duties as assigned.
4. Maintains appropriate certifications and attends training to build housing inspection and nuisance enforcement skill set.

5. Supports ECICOG's reputation as a regional leader.
  - Maintains privacy of homeowners and protects their personal information.
  - Works to continuously improve ECICOG's reputation, services and deliverables.
  - Stays current on housing issues. Looks for opportunities to broaden skill set.
  - Shares technical expertise with other team members within organization. May provide work direction to less experienced staff.
  - Occasional meetings may be required outside of regular work hours.

### **Knowledge and Skills**

- Working knowledge of construction principles, including carpentry, electrical, heating, and plumbing. Ability to read blueprints, plans and specifications, and to develop construction project specifications.
- Knowledge of and ability to interpret building codes and standards. Knowledge of and ability to interpret city codes related to nuisance enforcement.
- Strong customer service orientation. Excellent interpersonal skills and empathy/understanding when working with challenged populations.
- Creative problem-solving skills to gather relevant information to solve less well- defined problems.
- Excellent organization and time management skills, as the position will manage several projects simultaneously.
- Knowledge of computer hardware and software programs, including Microsoft Office suite.
- Able to receive and maintain Lead Inspector/Risk Assessor certification. Knowledge of and ability to identify products and materials likely to contain asbestos and methods for subsequent abatement.
- Able to complete Building Inspection I and II for International Code Council (ICC) certification.
- Able to lift 25 pounds and capable of climbing into attics, crawl spaces, and other confined areas.
- Able to travel safely within the six-county region using insured personal vehicle (mileage reimbursement provided).

### **Minimum Qualifications**

The Housing Rehabilitation Coordinator requires five or more years of broad construction or building inspection experience. The ideal candidate will have a strong customer service orientation, excellent project management skills and a passion for helping challenged populations. Must be able to read blueprints, interpret building codes and write housing rehabilitation project specifications. A valid driver's license is required, and Lead Inspector/Risk Assessor certification is required within six months of hire. Successful candidates will model ECICOG's core values of service, flexibility, teamwork, "can-do" spirit, and love for our communities and region.