GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: OCTOBER 13, 2016
CLOSING DATE: OCTOBER 26, 2016

DEPARTMENT: **Community Services**

POSITION: **Housing Project Administrator**

LOCATION: **Globe**

JOB CODE: **16-096**

ANNUAL SALARY: **$33,344-$35,845 DOE**

PURPOSE OF THE JOB

The purpose of this position is to plan, coordinate and manage Gila County Housing Rehabilitation Projects. This position manages activities and staff that provide support to residents eligible for Low-income assistance. Coordinates services and the work of general contractor/providers for a variety of housing construction requirements.

SUPERVISORY RESPONSIBILITIES

Provides recommendations on scheduling work hours of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Coordinates energy conservation testing and assigns correct funding to accomplish a safe and energy efficient home for the client. All of which is completed in compliance with Federal, State and County guidelines and regulations, as well as funding and grant requirements.	20%
• Coordinates services of contract providers for variety of housing requirements and develops scope of work that complies with the program and allocates appropriate funds to each phase of a job.	20%
• Obtains and utilizes information gathered in the field during energy/safety audits and housing inspections to write a scope of work; ensures scope of work estimates are in line with available funding.	20%
• Determines savings to investment ratios and budgets per funding requirements.	10%
• Assigns contractors for projects through bidding process and submits purchase orders and invoices for projects and mediates contractor and/or client concerns relative to work being performed.	10%
• Performs initial inspections to identify housing problems and determine necessary repair/improvement requirements and assistance to be provided and retests projects to determine energy performance requirements and health and safety issues.	10%
• Composes building and financial reports and submits to authorities and participates in and provides training.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on departmental budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on technology projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, press releases and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years housing rehabilitation or construction trades experience in HVAC, electrical and plumbing; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Building Performance Institute, Inc. Building Analyst Certification, Building Performance Institute, Inc. Envelope Professional Certification, Neighbor Works America Rehabilitation Management Certification, EPA Lead Worker and Firm Certification, OSHA 10 and 30.

KNOWLEDGE REQUIRED

Building and construction, finance, Federal, State, Local laws, regulations, statutes, public safety regulations, heating, ventilation, air conditioning (HVAC).

SKILLS REQUIRED

Problem solving, developing alternative solutions, analyzing operations, quality control analysis, conducting tests, using scientific rules and methods, operating special gadgets, multi-tasking.

ABILITIES REQUIRED

Recognize problems, make sense of multiple data, make sense of multiple information, multi-task, consider options, risks, and benefits.

PHYSICAL DEMANDS

- Regularly stands to present.
- Regularly sits to complete report and operate computers; occasionally sits to operate special equipment.
- Regularly lifts up to 75 lbs. of work related materials, equipment or tools.
- Requires dexterity for keyboard operation, for special gadgets and for special machines.
- Incumbents in this position may be required to routinely bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

Incumbents in this position spend time in a standard office environment, in the field when performing housing inspections and in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position may be exposed to variable weather conditions, mold, dust, rodent/animal feces, and insulation; must be able to crawl through attics and into crawl spaces when conducting housing inspections; standing, walking, bending, crouching, and lifting up to 75 pounds is involved; required to drive a motor vehicle/truck for inspections and visits to residences.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays in services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.