

Southeastern Vermont Community Action (SEVCA)

Job Description

Position Title: Home Repair Program (HRP) Coordinator
Department: Home Repair (HR) / Weatherization (Wx)
Supervisor: Executive Director (ED) / Weatherization Program Director (WPD)
Job Classification: Part – Full Time; Hourly / Non-Exempt

Job Objectives and Job Summary: Plans, manages, coordinates, and/or directly implements as needed, policies, procedures and day-to-day operations of the HRP, including performing direct onsite home repairs as needed, feasible and cost-effective. Ensures quality services, productivity, cost effectiveness, compliance with applicable agency, federal, state, and municipal laws / policies / requirements, and that all work meets funding source standards for eligibility, materials, safety, and workmanship, through effective oversight, monitoring, and supervision of participating contractors. Establishes and maintains positive & productive collaboration with Wx and other SEVCA programs, and with external partners, including Windham & Windsor Housing Trust (WWHT), VT Center (VCIL), COVER, LeadSafe VT, and USDA.

Primary Functions:

1. Carries out and/or oversees all aspects of the HRP, and coordinates efforts to maintain, and as feasible expand the program and the scope and depth of its services.
2. Conducts eligibility screening and enrolls clients in program, preparing and maintaining all required paperwork and files, and protecting all confidential information received and observations made.
3. Inspects clients' homes to identify building code deficiencies and other needed repairs, prepares work specifications and cost estimates, executes agreement with property owner and contractor if applicable, prepares final work write-up and schedule, and loan documents if applicable. Coordinates with building inspectors on code specifications, resolving conflicts as needed.
4. As needed, feasible and cost-effective, performs direct onsite home repair work to address the identified needs in the most timely and cost-effective manner possible, while contracting out work best done by private contractors.
5. Establishes and maintains network of appropriately licensed & insured contractors to do specified work. Recruits, solicits bids from, and qualifies contractors to perform specified repair / rehab work.
6. Develops and implements contracts with selected contractors, including preparation of contract documents, inspection and quality control for compliance with plans, specifications, and other requirements, and payment.
7. Acts as liaison between property owner and contractor, interprets and explains codes, regulations, and funding guidelines, and mediates disputes between owners and contractors on bid specifications, code compliance, defective work, and other issues.
8. Coordinates effectively with Wx and other SEVCA programs, VCIL, USDA, LeadSafe VT, W&WHT, and external partners to leverage all potential grants, loans, and in-kind resources for repair / rehab, weatherization, code compliance, accessibility, abatement of lead and other hazardous substances, historic preservation, and other needs.
9. Establishes and implements appropriate procedures to avoid health and safety hazards according to OSHA standards and regulations.

Created: 5/15/2009 _____
Reviewed: 7/18/2018 *SG*; 9/17/2018 *SG*; 12/28/2020 *SG*; ___/___/20__ _____
Updated: 7/18/2018 *SG*; 9/17/2018 *SG*; 12/28/2020 *SG*; ___/___/20__ _____

10. Performs & coordinates diverse inspection & follow-up activities related to processing applications for USDA, CDBG, and/or HOME funds, subsidized & deferred loans, and other loans & grants.
11. Tracks and compiles program data and other relevant information to be used for reporting, marketing & publicity, and submits program status, progress, financial and other reports as required or requested.
12. Compiles and maintains lists of resources to be shared with clients and staff, and collaborates with SEVCA and external partner staff on client referrals.

Other Functions:

1. Perform any other duties requested and/or approved by the WPD, ED, or other designated staff that are consistent with the functions of this position, the HR and Wx programs, and with the mission, goals, and priorities of SEVCA.

Job Standards /Accountability:

1. The program is running efficiently and effectively, high levels of quality and productivity are maintained, clients are satisfied and treated respectfully, and stated outcomes are achieved.
2. Proper and accurate records are kept, and timely reports are prepared and submitted, especially relating to financial accountability, service provision, and goals / outcomes.
3. Contractors are recruited, engaged and supervised, perform up to expected standards, and held accountable, guided by effective leadership.
4. Effective collaborations are established and maintained with Wx, other SEVCA programs, and external partners that benefit mutual clients and enhance the program's quality and productivity.
5. SEVCA'S visibility, positive standing, and reputation in the community are maintained and enhanced.

Working Conditions:

1. Frequent travel throughout service area, with agency vehicle when possible and private vehicle when needed, and occasional travel outside the area.
2. Regular, sometimes vigorous physical activity that may involve walking, standing, crouching, kneeling, balancing, reaching, crawling into tight spaces, climbing ladders, and lifting up to 30 lbs.
3. Occasional exposure to noise, dust, debris, and extreme weather conditions.
4. Regular office work, including computer tasks requiring working knowledge of basic and possibly specialized construction-specific software applications, and with standard office equipment.

Qualifications:

1. High school diploma or equivalent, and 5 years' experience in building trades, with increasing knowledge, skills and responsibilities in contracting for and management of residential construction / repair / rehab, and/or inspection / quality control.
2. Good current knowledge of building codes and permitting policies & procedures.
3. Ability to travel frequently throughout service area and have access to reliable vehicle to transport self, tools, equipment and materials.
4. Excellent organization, time management, attention to detail, documentation / recordkeeping, and computer skills – preferably job scheduling / tracking, spreadsheet, and word processing software.
5. Ability to communicate with diverse groups & individuals, including low-income clients, contractors, building inspectors, local / state officials, compliance monitors, other service providers, community leaders, media, and the general public.